

INSTRUCTIONS FOR COMPLETING PRINT SHOP JOB ORDER FORM

- **USE ONE JOB ORDER FORM PER PRINT JOB**
- **ALWAYS SEND A SAMPLE OF THE JOB (no staples) WITH THE JOB ORDER FORM**
- **FILL OUT AS MUCH INFORMATION AS POSSIBLE, OR CALL US FOR ASSISTANCE**

ITEM	Give the job you send a name so it can be referred to with understanding between you and the Print Shop.
New Item*	Is it something we've never done before? If so, under "New Item" check the appropriate boxes. If you are providing digital files, tell us what type of files they are and how we are going to receive those files. *Any job that has to be typeset or changed will be proofed and must be approved by you before it is printed. You will receive by fax, email or courier a copy of the proof and a Fax Proof Sheet that MUST BE SIGNED BEFORE WE PROCEED WITH THE JOB. YOU WILL NOT RECEIVE A PROOF unless it is a job we have typeset, has changes, or a proof is requested by you under the "Special Instructions" box.
Repeat Item	"Repeat - sample attached" means no changes. You will not get a proof; the job goes directly into production. Have we printed it before but you want something changed? Then please check "Repeat with Changes" and show the changes on the sample in red ink. You will receive a proof, so please indicate your email address.
Quantity	What is the total quantity of pieces you want? Example: "1 box" is not a quantity. Number of pages? Count each page (sides not sheets). Do you want it printed 1-sided, 2-sided or a combination of both? Also count pages designated to be blank. Does your count include inside and outside covers?
# of Lots	Different pieces with the same paper, quantity and binding can be included on a single Job Order Form. Each lot may have different numbers of pages from one another. Indicate the number of lots you have.
Size	Please give us both flat and finished measurements in inches. Example: you have a saddle-stitched booklet that measures 8 1/2" x 11" finished. This makes your flat size 11" x 17" because when your booklet is opened flat that's the size of the sheet of paper.
Paper	Inside Pages of a booklet are generally (but not necessarily) a lighter text weight paper and Cover Pages are generally heavier stock. Text Stock is generally thought of as copier paper. Cover Stock would be like the thickness of an index card or business card. Specify a color for the paper(s) or it will be printed on white 20# bond paper.
Ink	Specify the color of ink you want printed if it's a single color, or check color copy if it's full color, and if you want it printed on 1 or 2 sides of the item. You must specify the ink color or it will be printed with black ink.
Carbonless	This is multipart NCR paper that we stock pre-collated as follows: 2 Part: White, Canary 5 Part: White, Green, Canary, Pink, Goldenrod 3 Part: White, Canary, Pink Tag: If the last copy is index weight available in white or manila 4 Part: White, Canary, Pink, Goldenrod Other: Call for custom combinations
Envelopes	Business envelopes are #10 regular or #10 window style and usually printed on 24# white wove paper. Anything else requires you to check "other" and give the envelope size on the designated line. We have many types of envelopes in stock.
Binding	Please choose a type of bind or your job will come to you unbound.
ULC & 2 Side Staples	We can staple up to 100 sheets maximum including covers.
Saddle Stitch	2 Staples in fold of booklet. 16 (flat) sheet maximum including covers.
Tape Bind	2 Side Staples plus a cosmetic tape that covers the staples. 100 sheet maximum including covers.
Coil	Plastic continuous coils that allow the book to lay flat and fold back on itself.
Unbound	If your job is unbound, check if you want the sets collated or uncollated.
Finishing & Specialty	If you would like pads, indicate the number of sheets per pad you want. (50 or 100)
Hole Punch/Numbering/ /Fold/Posters/Banners/ Laminate/Pads/Perf/Score	These are specific to certain specialty jobs. Indicate the details on the Job Order Form. If there is something you need, whether it's a laminated badge, full color poster, or materials for a meeting, the Dutchess BOCES Print Shop is ready to help you get what you need!
Special Packaging	If you have a district-wide job that needs to be sent to each school building, indicate in this box which building gets what quantity and we'll package and label accordingly.
Add'l Instructions	If you need anything not given as a choice on the form, put those details here.