



COMMUNICATION SERVICES

Print / Copy Request

355 Harlem Road • West Seneca, NY 14224

Print/Copy 821-7105 • Graphics 821-7443 • Fax 821-7250

CHECK IF RUSH JOB

Download form, fill out, save and e-mail back to echrist@e1b.org along with any files needed for the project.

Date Submitted _____ Date Due _____

Requester Name _____ E-mail _____

School District: Lewiston-Porter Central Schools Building: PEC IEC MS HS District Office

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

- 1. Complete the Form: Fill out the provided form with the necessary details.
2. Submit Originals:
- Hard Copy Originals: Send the completed form along with your hard copy originals.
- Digital Originals: Send the completed form via email along with your digital originals.

Important Timeline Information

- Mail Pickup and Delivery: E1B mail is collected and delivered on Tuesdays and Thursdays.
Plan Ahead: To ensure timely delivery, please prepare your print jobs 7-10 days in advance of when you need the final product.

COPY SERVICES: Admin. approval required for color copies, color paper, special projects and materials for mass distribution.

Check B&W Copy Color Copy (check only if job is to run on color copier)

Applicable: Files e-mailed

No. of originals 1-sided 2-sided 8.5 x 11 11 x 17 8.5 x 14 other

No. of copies 1-sided 2-sided 8.5 x 11 11 x 17 8.5 x 14 other

Slip sheets (between sets) Slip sheets (between sections)

PROJECT NAME / DESCRIPTION:

Example: Unit 1 Math Test class set

Empty box for project name / description

Type of Paper:

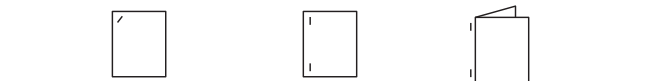
- Standard White Copy Paper (20#)
Colored Paper: (specify color)
Stock/Cover Sheet (65#)

SPECIAL INSTRUCTIONS:

Empty box for special instructions

FINISHING / BINDERY:

- Collate Uncollated
Staple (check one)
1 corner 2 side 2 center of fold



- Fold (check one)
half letter z fold parallel fold



custom fold (please describe)

- Punch (no. of holes)
Ex: 3-hole

Administrative approval required for color copies, special projects, color paper, and materials for mass distribution.

School Administrator's Approval: _____ Date Approved: _____