



Print Shop Request

Please help us support you by following these guidelines:

1. We prefer final print requests in PDF format, but nearly any format can be worked with.
2. Submit all original files alongside final documents. (ie. If you have an embedded picture in your document, submit both the original picture as well as the document). We will send you a proof before printing.
3. Please allow a minimum of two-week notice for most requests.
4. If you have any questions, concerns, or need any help with your print, please contact Emric Taylor at etaylor@cclsny.org or 716-665-6675, x230.

Library name:

Today's date:

Date needed:

Printing:

One-Sided Black & White:	/print
One-Sided Color:	/print
Two-Sided Black & White:	/print
Two-Sided Color:	/print

Plain Paper (20lb):

8½ x 11	/sheet
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8½ x 14	/sheet
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11 x 17	/sheet
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Cardstock (65lb):

8½ x 11	/sheet
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Address Labels	/sheet (30 labels)
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SPECIAL INSTRUCTIONS:

Laminating:

1.5 mil, 25" wide	/liner foot
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Finishing:

☐ Upper Corner Staple ☐ Double Side Staple ☐ Three Hole Punch

Folding:

☐ Bi-Fold ☐ Tri-Fold ☐ Z-Fold ☐ Booklet

Cutting:

☐ 2-Up ☐ 3-Up ☐ 4-Up ☐ 6-Up ☐ Bookmark

TOTAL COST:

By submitting this form, you understand and agree to the CCLS Office Manager billing the member library .
All services are charged at material cost.

PSR20221018

Paper Size

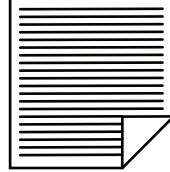
8½" x 11"
Letter

8½" x 11"
Legal

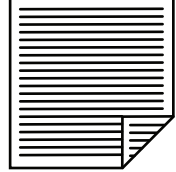
11" x 17"
Tabloid

Single/Double Sided

One Sided



Two Sided



Orientation

Portrait



Landscape



Color/Black & White

Color



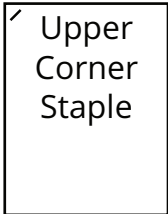
Black &
White



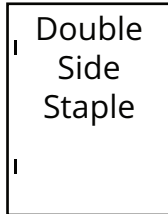
**Any color on the page is a color print*

Finishing

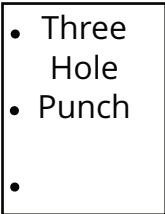
Upper
Corner
Staple



Double
Side
Staple

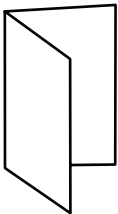


- Three
Hole
- Punch

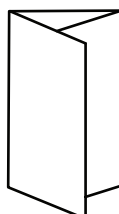


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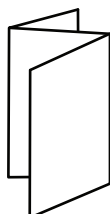
Folding



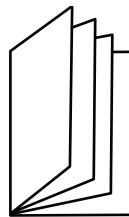
Bi-Fold



Tri-Fold



Z-Fold



Booklet

Cutting

2-Up
5½" x 8½"



3-Up
3⅓" x 8½"



4-Up
4¼" x 5½"



6-Up
4¼" x 3⅓"



Bookmark
2" x 7½"

