

BOCES 2 Printing & Graphics Paper Order Form

Information

Name: _____

Dept./Group: _____

Location: _____

Date Needed: _____

Special Instructions

DELIVER OR PICK UP

Paper Order

_____ # ½ **Box(es)** 8½ x 11 White text Express Pack (2500 sheets)

_____ # **Carton(s)** 11x17 White text (2000 Sheets)

_____ # **Carton(s)** 8½x14 (legal) White text (5000 Sheets)

_____ # **Carton(s)** 3-hole punched 8½ x 11 White text (5000 sheets)

_____ # **Ream(s)** of 8½x11 Text (500 sheets) or Cover (250 sheets) color paper
(select from list below):

<u>Colors</u>		<u>Brights</u>		<u>Parchment</u>	
# Text	# Cover	# Text	# Cover	# Text	# Cover
_____ buff _____	_____	_____ <i>gamma</i> _____	_____	_____ white _____	_____
_____ gray _____	_____	_____ <i>green</i> _____	_____	_____ green _____	_____
_____ lt. blue _____	_____	_____ celestial _____	_____	_____ natural _____	_____
_____ lt. green _____	_____	_____ blue _____	_____	_____ gold _____	_____
_____ salmon _____	_____	_____ <i>solar</i> _____	_____	_____ gray _____	_____
_____ lt. yellow _____	_____	_____ <i>yellow</i> _____	_____	_____ blue _____	_____
_____ lt. pink _____	_____	_____ re-entry _____	_____		
_____ gold _____	_____	_____ red _____	_____		
_____ ivory _____	_____	_____ <i>cosmic</i> _____	_____		
_____ cherry _____	_____	_____ <i>orange</i> _____	_____		
_____ white _____	_____				

**colors subject to availability*

Return this form to the Print Shop at CaTS
(fax: 349-9065 – address: 3625 Buffalo Road, Rochester, NY 14624)

Thank you