



# Orleans-Niagara Teacher Resource and Computer Training Center Service Request Form for TEACHERS



1. You may submit this form electronically with your artwork when requesting **poster prints**.
2. For **lamination** and **Ellison die cuts**, please fill out this form and **mail ONE hard copy of it for every packet of materials you send to us.**
3. **ALL INFORMATION BELOW IS REQUIRED**

Name of Teacher: \_\_\_\_\_

Date of request: \_\_\_\_\_ *please print* IF BOCES, include name of supervisor here

School District \_\_\_\_\_

Building: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ ? school ? home ? cell

e-mail: \_\_\_\_\_

date needed: \_\_\_\_\_ *Please allow 1-week turn-around*

**Full-color Posters are \$1 per square foot of material used. (available at both sites)**

**2-Color posters are \$2 for 24"x36" at Lyndonville ONLY**

**Instructions:** For poster prints, please e-mail a digital copy of what you want enlarged to:  
Janet Wagner at [jwagner@onboces.org](mailto:jwagner@onboces.org) who is in Sanborn on Mon, Wed, Fri ONLY.  
Or to Judy Gress at [jagress@lyndonville.wnyric.org](mailto:jagress@lyndonville.wnyric.org) who is in Lyndonville on Tues-Thurs afternoons.

- **We will not enlarge copyrighted images and documents without permission from the author, provided by you.**

**Full-color Poster Papers Available (circle one):**      Matt                  Photo Glossy                  Backlight

**Sizes available (circle one):**      8" x 10"                  11" x 17"                  17" x 22"                  24" x 36"                  other \_\_\_\_\_

**HOT Lamination is \$.10 per linear foot (24" wide: 1 mil)** Please describe below what you want laminated

**COLD Lamination at Lyndonville ONLY (80 cents per linear foot: 24" wide: 5 mil)**

**Ellison die cuts are free unless we need to provide large quantities of paper. Then we will add the cost of the paper.** Please describe in detail below what you want cut.

**2 1/4 " Buttons are 20 cents if pre-made.**

<b>(For Office Use) Date Received:</b> _____		<b>Date completed:</b> _____		<b>Initials:</b> _____	
<b>Total Bill \$</b> _____	<input type="checkbox"/> <b>Add to tab</b>	<input type="checkbox"/> <b>Paid in cash</b>			
	<input type="checkbox"/> <b>Invoice sent</b>	<input type="checkbox"/> <b>Invoice paid</b>	<input type="checkbox"/> <b>Receipt given/sent</b>		