



# 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 Jan Dekoff at [director@cclsny.org](mailto:director@cclsny.org) or 716-664-6675, x228.

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

8½ x 14 /sheet

11 x 17 /sheet

*Cardstock (65lb):*

8½ x 11 /sheet

Address Labels /sheet (30 labels)

**SPECIAL INSTRUCTIONS:**

Laminating:

1.5 mil, 25" wide /liner foot

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

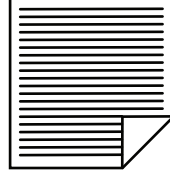
8½" x 11"  
Letter

8½" x 11"  
Legal

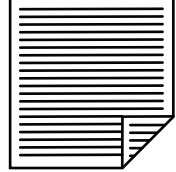
11" x 17"  
Tabloid

### Single/Double Sided

One Sided

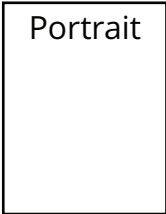


Two Sided



### Orientation

Portrait



Landscape



### Color/Black & White

Color



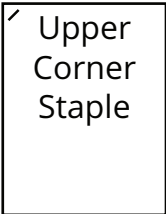
Black &  
White



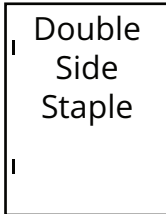
*\*Any color on the page is a color print*

### Finishing

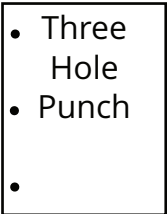
Upper  
Corner  
Staple



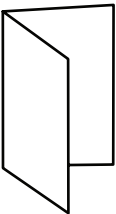
Double  
Side  
Staple



- Three  
Hole  
Punch



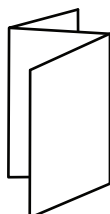
### Folding



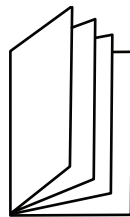
Bi-Fold



Tri-Fold



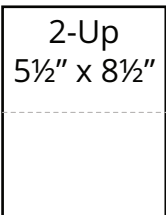
Z-Fold



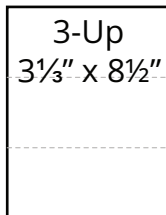
Booklet

### Cutting

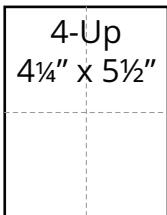
2-Up  
5½" x 8½"



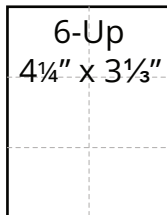
3-Up  
3⅓" x 8½"



4-Up  
4¼" x 5½"



6-Up  
4¼" x 3⅓"



Bookmark  
2" x 7½"

