

**BUTTONS, BINDING, POSTERS & LAMINATION ORDER FORM****DIRECTIONS FOR ORDERING**

- 1) Complete this Form.
- 2) PLEASE SEND FORM AND MATERIALS TO ADDRESS BELOW.
- 3) *Allow 2 weeks turn around time!*

PLEASE SEND TO:

Lisa Crump, c/o Material Center
lcrump@pacs.cnvric.org
 Lura Sharp Elementary
 2 Hinman Road, Pulaski, NY 13142
 Phone or Fax: 315 298-6881

IMPORTANT: PLEASE LIST THE NAMES OF ALL PERSONS WHO WILL BE RECEIVING PART OF THIS ORDER – ATTACH ADDITIONAL SHEET IF MORE SPACE IS NEEDED

Name and Position	(K-6)	(7-12)	District:
	<input type="checkbox"/>	<input type="checkbox"/>	School:
	<input type="checkbox"/>	<input type="checkbox"/>	School Ph:
	<input type="checkbox"/>	<input type="checkbox"/>	Date:
	<input type="checkbox"/>	<input type="checkbox"/>	Date Needed:
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

ALL FEES ARE DUE TO THE MATERIAL CENTER WHEN THE ORDER IS PLACED – (SEE NEXT PAGE)

BUTTONS AND BINDING

Quantity	Items	Price Each	Total
	Buttons	None	
	Binding: All Binding up to 100 pages.	None	
	BIG Book Binders (40 comb size)	None	
	Total Amount Due & Enclosed		

POSTERS AND LAMINATION

Please send your design in **WORD Format or Adobe PDF - 8 ½ x 11 document**. If you are emailing your poster, **please send it as an attachment not as text in your email**. Call the Material Center if you have any questions at (298-6881).

Quantity	Output Size*	Poster Price Each	Lamination Price Each	Total Amt.
	17" x 21"	None	None	
	22" x 26"	None	None	
	22" x 34"	None	None	
	Up to 23" wide (printed area)		None	
	Total Amount Due & Enclosed			

1. *Posters **sizes are not always exact** but close as possible
2. **Photos** can be enlarged to poster size also
3. **Lamination** is of heavy quality and recommended.

OCTC Material Center

Lisa Crump, Material Center Specialist

Email: lcrump@pacs.cnyric.org

Lura Sharp Elementary School

Two Hinman Road

Pulaski, N.Y. 13142

315 298-6881

Hours

Monday	8:00 a.m. – 4:00 p.m.
Tuesday	10:00 a.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 4:00 p.m.
Thursday	8:00 a.m. – 4:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.

SERVICES AVAILABLE:

- **BOOK BINDING:** Calendars, journals, shape books
- **BUTTONS: “COLOR ME” BUTTON PATTERNS** (Hundreds of Illustrations for the classroom)
- **ELLISON LETTER MACHINES: Small, medium, large, and extra large cuts.**
 1. The Ellison Letter Machines can be used to make: Banners, bookmarks, bulletin boards, games, math manipulatives, puppets, shape booklets, student awards, and visual aids
 2. **The Ellison Letter Machines can cut:** Construction paper, contact paper, fabric, felt, laminated paper, magnets, newspaper, pop-up sponge, poster board, rubber stamps, static-cling vinyl, and wallpaper.
- **POSTERS:** Any 8 ½ by 11 sheet of paper or photos can be enlarged to poster size.
- **CONSULTATIONS BY APPOINTMENT FOR SPECIAL PROJECTS.**