

RBOCES Docutech Print Service

BOCES Docutech is moving out of PRHS and at the same time they are upgrading their Print Service Request procedures.

Beginning Monday, October 5, 2020, the procedures for a Print Service Request are:

1. Complete the [**Docutech Print Service Request Form.**](#)

For any questions on how to fill-out the form, please reference Rockland BOCES's [**Docutech Print Services Guide.**](#)

2. Have your principal approve by signing your Print Service Request Form.
3. School Office staff should then Email completed and approved Form and the document to be copied to rbprintjob@rboces.org.
4. Your completed job will be delivered directly to your school by a BOCES Courier.

BOCES Docutech is implementing a job submission portal which is expected to be ready by the end of October 2020. This will make your print job submission process even easier. Stay tuned!

Any questions, please call Kaushika Patel at BOCES at 845-627-4735.