

RBOCES Docutech Print Service Procedures

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 mbheem@rboces.org.
4. Your completed job will be delivered directly to your school by a BOCES Courier.

Any questions, please call Brian Scherer at BOCES at 845-627-4735.

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