

**Processing times will vary.
Please call the office before submitting any same day requests.**

MINISTRY CONTACT INFORMATION

Name:	Date of Request:
Phone:	Date Job Should Be Completed:
Email:	Number of Copies Needed:

JOB INSTRUCTIONS

TYPE OF SERVICE(S) REQUESTED

- Announcement (due on 20th of each month)
- Banner/Flyers (7-10 business days)
- Photo Copying (2-3 business days)
- Faxing (2-3 business days)
- Binding
- Printing (2-3 business days)
- Mailing (2-3 business days)
- Typing (2-3 business days)
- Phone Tree (due on Tuesdays, 2 business days)
- Email Service (due on Tuesdays)
- Ordering (minimum of 1 week + S&H)
- Laminating (1 week depending on quantity & sizing)
- Other _____

MATERIALS NEEDED:

- Card Stock, List Color _____
- Colored Paper, List Color _____
- Binders/Folders, List Type _____
- Specialty Paper, List Type (linen, parchment, etc.)

- Envelopes, List Type or Size (catalog, card, etc.)

- Name Tags, List Type (pin, sticker, hanging, etc.)

- Other _____

DISTRIBUTION

- | | |
|--|---|
| <input type="checkbox"/> Place in Foyer | <input type="checkbox"/> I will Pick Up |
| <input type="checkbox"/> Send Electronically (social media, email, etc.) | <input type="checkbox"/> Post Mail |
| <input type="checkbox"/> Place in Ministry Mailbox | <input type="checkbox"/> Other _____ |

DO NOT WRITE BELOW THIS LINE

Job Completed By: _____

Date Completed: _____

Office Notes: