

REQUEST FOR WORK TO BE DONE BY CHURCH OFFICE

WORK AREA _____

PERSON MAKING REQUEST _____ PHONE _____

DATE REQUEST RECEIVED IN OFFICE _____

DATE NEEDED _____

NATURE OF REQUEST:

1. MAILING TO WHOM _____

2. BULLETIN INSERT

3. FLYER

4. LABELS

5. POST CARD

6. OTHER _____

CAN THIS BE PRINTED FRONT AND BACK, IF NECESSARY? YES NO

IS THIS TO BE FOLDED? YES NO

NUMBER OF COPIES NEEDED _____

TYPING REQUIRED? YES NO UPDATE COMPUTER

COLOR OF PAPER _____

Please attach copy or information needed.

OTHER INSTRUCTIONS: _____

DATE COMPLETED _____