

CLERICAL REQUEST FORM

NOTE: PLEASE ALLOW 10 WORKING DAYS FOR COMPLETION.
(You will receive a response within 3 working days.)

Today's Date: Division: Ministry:

- Mailing Labels
- Mass Printing
- Add to Website
- Design Programs
- General Mailing
- Add to Social Media
- Make Copies Number (25 or more) _____
- Add to Announcements
- Add to Bulletin/ WWM

Date Needed: _____

Contact Person

First Name: _____

Last Name: _____

Phone Number 1: _____

Phone Number 2: _____

Ministry: _____

E-mail: _____

Please include special instructions, additional comments, test, layouts sketches, etc.

Note: Any items not printed through the church office must be approved before going to print.

Office Use Only:

Date Received: _____ Time: _____ Received By: _____

Date Completed: _____ Time: _____ Completed By: _____

Paper Type: _____ Single/Double: _____ B&W/Color: _____ Total Cost: _____