

REQUESTING PRINTED MATERIAL

Today's Date: _____ Date Needed: _____

Name: _____

Phone: _____

Ministry: _____ Title: _____

Event: _____

SERVICE REQUEST FORM

Copying: _____

Community: _____

Printing: _____

Other: _____

Distribution To: _____

#Originals: _____

Bulletin Inserts _____

#Copies: _____

8.5 x 5.5 (half page) Single-sided Flyer/Cut

8.5 x 11 (letter) Double-sided Program/Collate

Other: _____

Color paper: _____

Hole Punch: _____

If color copies or color paper is requested, what is the purpose? Special notes and/or instructions:

***** **OFFICE USE ONLY** *****

Date received: _____ Date notified for pick up: _____

Approved by: _____ Date: _____

Submit Form to: _____