*Required fields

COPY/PRINT REQUEST FORM

(one form per job)

Form 10-001-01

*TODAY'S DATE _____

*REQUESTOR'S NAME _____

*PROJECT/MINISTRY _____

EMAIL ADDRESS _____

PHONE _____

*REQUEST DESCRIPTION _____

_____

*# OF PAGES SUBMITTED _____

*# OF COPIES PER PAGE _____

* DUE DATE _____

(ASAP not appropriate; 2 weeks preferred)

INSTRUCTIONS (check all that apply)

- ☐ 2 Sided (front & back)
- ☐ Staple (top left)
- ☐ 3 Whole Punch
- ☐ Laminate
- ☐ Color (approval required)
- ☐ Collate

Submitted via:

- ☐ Email
- ☐ Church inbox
- ☐ On church file
- ☐ Other _____

_____

_____

PAPER TYPE

☐ Standard ☐ Card Stock ☐ Glossy

PAPER COLOR

☐ White ☐ Ivory ☐ Red ☐ Pink

☐ Blue ☐ Green ☐ Orange ☐ Yellow

☐ Other _____

Paper provided _____

(description)

PAPER SIZE

- ☐ 8 1/2 x 11
- ☐ 8 1/2 x 14
- ☐ 11 x 17

FOLDING

- ☐ Single
- ☐ Letter
- ☐ Zigzag

BINDING

- ☐ 3 ring
- ☐ Plastic Comb
- ☐ Staple (booklet)

ADDITIONAL INSTRUCTIONS

_____

_____

_____

_____

_____

_____

OFFICE USE ONLY

Completed by: _____

Date: _____

Charge Acct #_____

_____ X $_____= $_____

All completed jobs will be left in the requestor's mailbox or in the Office Pick-Up Box located on the wall outside the church office.