

All requests need to be submitted no later than Wednesday at 12 noon.

ADMINISTRATIVE ASSISTANT SERVICES REQUEST

Ministry Name: _____ Date submitted: _____

Requested by: _____ Date needed: _____

(Please allow at least 1 week for your request)

- [] **Copies** Number of copies requested _____
() Black & White () Color
() White paper () Cardstock
() Colored paper (indicate color(s) : _____)
() Single-sided () Double-sided
() Collated () Stapled
() Hole-punched [() one () two () three]

- [] **Bulletins** Number of copies requested _____
Name of event _____
Date of event _____
Any other special instructions (please attach an example):

- [] **Insert/Announcement in Bulletin**
Date(s) to post announcement: _____, _____, _____, _____, _____, _____, _____
Special instructions (please attach an example):

- [] **One Call Announcement**
Date(s) to announce: _____
Special instructions _____

- [] **Flyer** Number of copies requested _____
() Black & White () Color
() Size (_____1/2 page _____full page _____poster _____other)

- [] **Letter** Number of copies requested _____
(Please attach an example and include name, address & salutation requested)
() Letterhead () Plain paper () Colored paper (indicate color) _____
[] Mail [] Stamp [] Will pick up [] Leave in Ministry mailbox

- [] Add postage and mail

- [] Other: _____