

COPY / WORK REQUEST FORM

Please follow these instructions for ministry copy work to be completed.

1. Complete a Copy/Work Request form.
2. Attach this form to your project and leave either at David Vos' office in the mail box area marked (copy work to be done), the wall mail box located between the doors in the administrative office building, or drop it by the church office.

THINGS TO REMEMBER

1. The copy machines throughout the buildings are for small jobs only (50 or less). Other copying must be done on the office copier by a staff member.
2. At least one day prior notice is required for any work to be done.
(for larger jobs please give at least a week notice)
3. Fridays are reserved for bulletin copying only.
4. You may pick up your finished work/copies in David Vos' office in the mail box area.

Requested By _____
(Name & Phone Number)

Group _____

Date _____

Number of Copies _____

a) white or colored paper _____

b) give exact instructions on what you want

Date Needed _____ Time Needed _____