



PRINTING REQUEST FORM

This form is used to process printing requests through the church office. Only the final proofed master should be submitted when requesting copies. **This request should be turned in no later than one week (5 business days) before you need the materials.** This request should be submitted by the Ministry Director.

Date Submitted: _____ Date Needed/Due: _____

Name of Event / Project: _____

Date of Event/Project: _____

Name of Ministry Requesting Printing: _____

Name of Ministry Director Submitting Request: _____

Phone number(s): cell _____ other: _____

Type of paper (color / card stock): _____

Number of copies: _____

Has the master copy and/or electronic pdf been through the procedures for proofing? (Refer to COFBC Procedures for Proofing of Printed Materials) _____ Yes _____ No
If not, please do not submit request until proofing procedures have taken place.

Is the cost of this printing request a part of your approved annual budget? _____ Yes _____ No

Church Office Use Only

Printing Request Rec'd by: _____ Date: _____

Date Processed/Completed: _____

Date Ministry was notified for Pick-up: _____

