

OFFICE ASSISTANCE REQUEST FORM

(Attach originals or rough draft to request form)

This form is to be used by anyone who needs the services of the office staff for assignments. Using this form eliminates hurried, verbal instructions and gives the secretary written details of the task and must be approved by the Pastor before the work begins.

Today's Date: _____ Date and Time Needed: _____

Requested by: _____ Phone: _____

Ministry /Organization _____

Assigned to: _____ Reviewed by: _____

Assistance Needed

_____ Letter _____ Report _____ Copies _____ Fliers
_____ Brochures _____ Handbooks _____ Programs _____ Labels
_____ Invitations _____ Other _____

Instructions to Typist: _____

Number Requested: _____ **Master Copy Only** _____ **Copies Needed**

_____ **One Sided** _____ **Two Sided** _____ **Stapled** _____ **Cut**

_____ **B/W** _____ **Color** _____ **Design** _____ **Bind** _____ **Fold**

_____ **Paper provided** **Type of Paper needed:** _____ **Regular** _____ **Semi-Gloss**

_____ **Glossy** _____ **White** _____ **Color** _____ **Card Stock**

_____ **8 1/2 x 11** _____ **8 1/2 x 14** _____ **11 x 17** **Other** _____

OFFICE USE ONLY: File location: _____

Date Completed: _____ By: _____

Pickup signature: _____ Date: _____

(Form B-2)