



PRINTING REQUEST FORM

This form should be used to process printing requests through the church office. **Only the final proofed master should be submitted when requesting copies.** The request should be turned in no later than two (2) days before you need the materials. The Ministry Director should sign this request.

Date Submitted: _____ Date Needed/Due: _____

**** NOTE: Copyrighted materials CANNOT be legally reproduced without a copyright release.**

Name of Event/Project: _____

Date of Event/Project: _____

Name of Ministry Requesting Printing: _____

Signature of Ministry Director: _____ Date: _____

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?
____ Yes ____ No If not, please do not submit request until proofing procedures
have taken place.

Is the cost of printing request a part of your approved annual budget? ____ Yes ____ No
**** Please note that the actual printing of materials is not what requires time; however, it is
the proofing procedure that may delay the processing of the print request.****