

HARVEST LIFE CHANGERS CHURCH

PRINT MINISTRY REQUEST FORM

Purpose: To request a mass reproduction of materials (75 or more pages).

Required Action: Please complete the following information. Once the form is completed, place it in the **Ministry Admin** box located in Room 300. If the materials have been changed, please attach a revised copy to this form. **Please submit one form for each item requested. Allow up to one (1) week for processing.**

Today's Date: _____ Name: _____

Phone: _____ E-mail: _____

Ministry: _____ President: _____

Media requested (attach an original):

Envelope Flyer Post Card Prayer Card Harvest Connection

Other: _____

Is this a revised document? Yes No If yes, submit revised document to EMM for review

Purpose: _____

Print Details:

Print color: ___ B/W ___ Color Quantity Needed: _____ Amount on hand: _____

Paper color: _____ Paper type: ___ Plain ___ Card Stock Paper size: _____

Output: ___ One-sided ___ Two-sided ___ Collated ___ Stapled ___ 3-hole Punched

Date request needs to be filled: _____ **Approved by:** _____
Ministry Director/President

Date completed request received: _____ **Received by:** _____
Ministry Director/President

For Office Use Only

Request received on: ___/___/___

Request Approved Not Approved: _____ Date: ___/___/___
Executive Ministry Management

Machine Used: Duplicator Xerox

Completed by: _____ Date: ___/___/___
Staff Member

Quality Control of final output: _____ Date: ___/___/___
Signature

Comments: _____