

Watts Chapel Missionary Baptist Church

Clerical Assistance and Supplies Request Form

Ministry: _____

Leader: _____

Today's Date: _____

Date Needed*: _____

** Please submit at least 7 business days prior to date needed*

Print/Copy:

Need: Printing Typing Flyer Copies

How many prints/copies: _____

- Single-sided
- Double-sided
- Black and White
- Color printing (at the discretion of the office)
- Stapled
- Collated

Description: Detailed Below Attached Emailed

Other:

Type of Need: _____

Supplies Request:

Please list the type of supplies needed, quantity, and date needed. **Please note: Supplies must be ordered at least 7-10 days prior to the event.**

Date Supplies Needed: _____

Type of Supplies and Quantity:

- _____ Stick on Name Badges
- _____ Hanging Name Badges
(Billed to ministry at ~\$35 per 50)
- _____ Meal Tickets
- _____ Pencils
- _____ Pocket Folders (Billed to ministry at ~\$8 per 25 folders)
- _____ Writing Pens - Non-branded
- _____ Black or Blue ink
- _____ Writing Pads 8.5 x 11 (Billed to ministry at ~ \$11 per dozen)

For Administrative Office use only:

Date Submitted: _____

Date Completed: _____

Please submit all requests to the Administrative Office at least one week prior to the date needed. If you have questions about this form or work to be submitted, please contact the Church Office at (919) 828-7348. Thank you.