

Huber Memorial Church

Administrative Services Request Form

Administrative Office - 410.435.1496

Job Completed By: _____
Date Completed: _____

Ministry Name _____ Date Submitted _____

Requestor Name _____ Phone _____

DATE NEEDED _____

*** Please be reminded turnaround for completion of request is a minimum of 3 business days from receipt of submission, ***

Type of Service Requested

- Mailing
- Copying
- Layout/Design
- Other _____

Copy Job Specifications

Quantity: _____

Finishing

- One Sided 1:1
- Two Sided 2:2
- Black and White
- Color
(Limit Color due to cost- Large qty to be approved by Administrator)
- Paper Size
 - Letter 8.5x11
 - Legal 8.5x14
 - Ledger 11x17
- Stock
 - White
 - Colored _____
- Stapling
- Cutting
- Folding
- Other _____

Special Instructions

Please note in order for the Administrative Staff to serve the church most efficiently, no request can be completed without this form and request dates must be in compliance with turnaround requirements to be honored. We thank you in advance for your cooperation as we strive to improve the services we offer.