

OFFICE STAFF SUPPORT/SUPPLY REQUEST FORM

ALL WORK OR SUPPLIES REQUESTED MUST BE SUBMITTED WITH THIS FORM AND TURNED IN ACCORDING TO THE SCHEDULE BELOW.

TYPE OF PROJECT	SUBMISSION TIME FRAME FOR ALL INFORMATION CONCERNING PROJECT
Reproducing only	3 working days prior to need
Bulletin inserts, mailing labels, any design work	5 working days prior to need <i>(remember, anything for the bulletin is due in finished form by Wednesday noon)</i>
Mass mailings, multi-page brochures, letters, special letterhead or envelopes, etc.	10 working days prior to need <i>(YOU need mailings in time for the Post Office to handle them before they are received!)</i>

Date of request: _____ Date Needed: _____ Committee _____

Person making request: _____

Phone number(s): _____ E-mail _____

I need the Office Staff to do the following work: *(if you choose this option, we will get the necessary supplies)*

_____ Produce mailing labels for my committee/group. How many sets? _____

_____ Reproduce camera-ready copy. How many copies? _____

_____ Design and reproduce _____

_____ Design and reproduce insert for Sunday bulletin

_____ Produce letters on letterhead. How many? _____ Folded? _____

_____ Produce envelopes with special return address or Bulk Mail Indicia. How many? _____

_____ Assist with bulk mailing (guidance and labels *only*)

_____ Other _____

I need the following supplies from the office to do my own project:

_____ Envelopes with St. Stephen's return address. How many? _____

_____ Paper for my project. What color? _____ What weight? _____

_____ What size? _____ How many sheets? _____

_____ Other _____

When my supplies are gathered/project complete, please:

_____ Call me.

_____ Leave my supplies/project _____

_____ Other _____

For Office Use:

Work performed by: _____ Completed on _____ Time taken _____