Secretary Order Request Form

The Potter's House
FAMILY WORSHIP CENTER

****Secretary Order Request Forms must be turned in one week prior to date needed by.**

Department: _____ Date: _____

Name of Person Submitting Request:_____

Date Needed By:_____ Check One: Printed ❒ Mailed ❒

Does Master Copy Need to Be Proofed Before it is Copied: Yes ❒ NO ❒

Number of Copies Needed:_____ B/W ❒ **(.02 per copy)** Color ❒ **(.10 per copy)**

Type of Paper Needed: White ❒ Colored ❒ Card Stock ❒

Instructions:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Job Completed By: _____ Date: _____)