



# THE CHURCH OF THE REDEEMER BAPTIST

## Administrative Work Request Form

Please complete this form and submit it to the Administrative Office.

Date Submitted: \_\_\_\_\_ Ministry: \_\_\_\_\_

Date Office Received: \_\_\_\_\_ Ministry Leader: \_\_\_\_\_

Requested Completion Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
*Subject to office workflow.*

Daytime Phone: \_\_\_\_\_

Describe material: title and # of pgs: 1. \_\_\_\_\_ Number of pgs: \_\_\_\_\_  
*(Limit 3 similar jobs per request form)*

2. \_\_\_\_\_ Number of pgs: \_\_\_\_\_

3. \_\_\_\_\_ Number of pgs: \_\_\_\_\_

**Black & White Photocopying ONLY (SAMPLE MUST BE PROVIDED) – may require 1 day – 1 week**

Number of copies: \_\_\_\_\_ Standard Paper: plain white copy paper

Other Paper (if available): *(circle)* card stock – cover stock Colored paper/card stock, glossy paper: to be provided with request

Layout: *(circle)* portrait – landscape Printed sides: *(circle)* single-sided – double-sided

Finishing: *(circle)* collate – staple – fold – 3-holes – cut

**Address Labels** – may require 1 day – 1 week Describe job: \_\_\_\_\_

Sort by: Zip Code (or) Gender: Men, Women, Couples, Singles, Youth, Children (or) Other: \_\_\_\_\_

Estimated number of needed: \_\_\_\_\_ *(will be filled in after job is completed)*

**Mail Processing** – may require 1 day – 1 week Describe job: \_\_\_\_\_

Number of pieces: \_\_\_\_\_ Type of mail: business envelope, postcard, other \_\_\_\_\_

Type of postage: stamps (or) metered Mail up to 1 oz. requires .44¢ Total usage needed: \$ \_\_\_\_\_

**BELOW FOR OFFICAL USE ONLY**

Approved by the Church Business Manager: \_\_\_\_\_ on \_\_\_\_\_

Completed by an Administrative Assistant: \_\_\_\_\_ on \_\_\_\_\_

Ministry contacted and informed of completion: \_\_\_\_\_

Completed job placed in Ministry Mail Slot: \_\_\_\_\_

**Administrative Staff Mission Statement**

The Administrative staff of the Church of the Redeemer Baptist serves to accommodate people who utilize the services and facilities of the Church, by assisting each other to carry out the ministry and operations.