



~PRINTING~ Request Form

Today's Date: ____/____/____

Requested Date: ____/____/____

Ministry: _____

Requested By: _____

Activity: _____

Completion Time

_____ 9 AM _____ Noon _____ 3 PM _____ 6 PM

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_____ 11 x 17	_____ 11 x 17	_____ Clip	_____ Drymount
_____ 1 sided	_____ 1 sided	_____ 3 Hole Punch	_____ Burn to CD
_____ 2 sided	_____ 2 sided	_____ GBC Bind	_____ Scanning
_____ Special Paper	_____ Special Paper		_____ Push Cards

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Director of Ministries _____ Date _____

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