

Administrative Work Order Form

Please complete this form when requesting items to be processed by the Administrative Office.

Date / Time Submitted:

Submitted by: (Person/Ministry)

Telephone #:

Select the task to be done:

- Bulletin Announcement
- Church Cast
- Insert
- Flyer

- Fax
- Fold
- Calling Post
- Telephone Task

- Labels
- Letters
- Lists
- Mailings

- Memo
- Photocopy
- Envelopes
- Cut Items

- Reports
- Signs
- Brochure
- OTHER: (specify)

Instructions:

TO BE COMPLETED BY: (date/time)

FOR OFFICE USE ONLY

Approved by:

Completed by:

Date /Time completed:

Comments:

Friendship Baptist Church

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