

American Baptist Churches of Michigan

Request for Print Production

Date requested: _____ Date needed by: _____

Requestor name: _____ Phone/e-mail: _____

Ministry/Ministries Team/Staff: _____

To be charged to (if different from above): _____
(please indicate account number if possible)

The preferred form of submission of material for print is Microsoft Word via e-mail or CD/disk. If this is not possible, please call the Region office.

Description of publication:

Envelope: #10 #9 9x12 10x13 other _____ Quantity _____

Letter number of pages _____ Quantity _____

Brochure size of paper: 8_ x11 8_ x14 11x17 Quantity _____

Booklet number of pages _____ size: _____ Quantity _____

Other _____ Quantity _____

Are there photos included in this production? _____ Do they need to be in color? _____

Will the Region office mail this production? _____ To whom? _____

Do you need labels printed? _____ Bulk or First Class mail? _____

*If this is a publication we have previously done, please attach copy and indicate any changes to be made.

Notes: _____

Please note: You will be asked to sign a Print Approval form prior to production. All production costs will be charged to your ministry even if error in printing is found after your approval.

For office use only

Rec'd in office:	
Staff assigned to:	
Completion date:	
Invoice date:	