

CALVARY CHRISTIAN CENTER REQUEST FOR GRAPHICS DESIGN & PRINTING

ALL REQUESTS MUST BE SUBMITTED TO JEAN OR KIMETRA 10 WORKING DAYS FROM COMPLETION DATE.

DEPARTMENT OR PERSON REQUESTING PRINTING _____		DEPARTMENT HEAD APPROVAL _____	DATE SUBMITTED _____
PHONE NUMBER _____	EMAIL _____	ADMINISTRATION APPROVAL _____	DATE NEEDED _____
YOUR TEXT AND DESCRIPTION OF GRAPHICS.... (PLEASE WRITE CLEARLY) OR ATTACH YOUR ROUGH DRAFT			DATE COMPLETED _____
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>			

PHOTO OR GRAPHIC ATTACHED OR EMAILED

DATE RECEIVED _____

NUMBER OF COPIES REQUESTED _____

Please note... There is no printing or copying on the weekends without prior approval from Jean or Kimetra under any circumstances.

Send your email to cgarrett@calvarychristian.com