



NEW HOPE BAPTIST CHURCH

William L. Bradley, Jr. Pastor/Founder

COPYING REQUEST FORM



Name of Requestor:

Name of Ministry:

PLEASE GIVE 5 DAYS LEAD TIME WHEN MAKING REQUESTS

Date Project Requested:

Project Due Date:

Choose Project (one per form) (TEXT MUST BE PROVIDED IN MICROSOFT WORD DOCUMENT)

Flyers

SIZE

PRINTING

Letter

One side printing

Forms

Legal

Two-sided printing

Brochures

1/2 Size

Certificates

1/4 Size

ORIGINAL TEXT

Programs

11 X 17

provided on floppy

Other

provided on CD

email attachment

DESCRIPTION OF PROJECT

For NHBC Administrative Office Use Only

File Name: _____ **Date Received:** _____ **Date Completed:** _____