

# PROGRESSIVE BAPTIST CHURCH

“Raising the Standards of Worship to the Next Level”

Pastor Lloyd Joiner Jr.

**For Office Use Only**

Assigned to \_\_\_\_\_

\_\_\_\_\_ Date

Completed on \_\_\_\_\_

\_\_\_\_\_ Date

Completion notice received on \_\_\_\_\_

\_\_\_\_\_ Date

“For equipping of the saints for the work of service, to the building up of the body of Christ.”

Eph. 4:12

## WORK REQUEST FORM

Check as applicable

**Copies**  **Supplies/Material**  **Typing**  **Other** \_\_\_\_\_ **Mail out**

ALL Work Request Forms must go to the front office and work is then distributed accordingly. Regular work request(copies, supplies, mail out, etc) turn around is 1 to 2 days. Completion and Submission of this form MUST be 1 or 2 weeks (for literature) PRIOR to the activity. In the event your activity is cancelled, please notify the office at once. Please be specific with goods, material and quantity. Last minute requests WILL NOT be accepted.

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

E-mail: \_\_\_\_\_ (Work) \_\_\_\_\_

Ministry \_\_\_\_\_ Purpose of Request \_\_\_\_\_

Date of Activity \_\_\_\_\_ Needed By: \_\_\_\_\_

**Number of Copies Needed: Instructions** \_\_\_\_\_

**Typing Needed: Instructions** \_\_\_\_\_

**Mail Out: Instructions** \_\_\_\_\_

**Supplies/Material:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Other: Instructions** \_\_\_\_\_

FOR OFFICE USE ONLY: Office Staff Person \_\_\_\_\_ Date: \_\_\_\_\_

Form for 2013