Calvary Baptist Church
Rev. Jerry M. Carter, Jr., Senior Pastor

Clerical Request Form

All ministries may request clerical support from the church office. This form must be submitted 3 days in advance of the date the request is needed. Mass mailings over 25 pieces require five working days notice and support from at least one member of the ministry. No exceptions.

Name_____

Ministry_____

Contact Number or Email_____

Date_____ Date Needed_____ ___Pick-up ___Deliver to shelf

Request: ___Typing ___# Pages ___Copying ___# Copies

___Labels Query 1:_____ Query 2:_____

___Mass Mailing (5 working days advance)

Support 1:_____ Contact Number:_____

Support 2:_____ Contact Number:_____

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