



Raymond A. Jetson, Pastor

Clerical Assistance Request

This form is for use by ministries to request clerical assistance. Office staff will be available from 3:00-5:00pm Mondays and Tuesdays.

Request for copies must be submitted at least by 2:00pm one day in advance. *(Items needed on Tuesday must be requested no later than Monday. Items needed on Wednesday must be requested no later than Tuesday).* Please note that if you are requesting several numbers of copies for booklets that you will be putting together or multiple page handouts, your request must be made 3 or 4 days in advance.

Date of request: _____ Date needed: _____

Type of assistance requested (please check where applicable):

Printing: _____ black & white; _____ color

Email item to administration@starhillchurch.org or bring flash drive

Copies: _____ black & white (Pastor's approval is required for any color copies)

Number of copies needed _____; _____ front only; _____ front & back

Sorted: _____ Stapled: _____ upper right corner; _____ upper left corner;

_____ booklet style

Assistance with formatting forms

Email form(s) to administration@starhillchurch.org or bring your flash drive

Ordering supplies and/or equipment

Email requests to financeministry@starhillchurch.org
or contact the church office for guidance at 225-925-3133

Requested By _____ Phone # _____

Ministry _____