

METROPOLITAN UNITED METHODIST CHURCH

OFFICE WORK REQUEST FORM

Please complete form to request work from the church office. Please Forms must be submitted at least **two (2) weeks** prior to requested due date.

If there is an emergency that requires attention in less than 2 weeks, approval must be obtained from the Lay Leader, Church Council Chair, SPRC Chair or President of the Trustee Board. Without approval, there will be no exceptions made in the timeframe.

Name of person or ministry requesting work _____ Today's Date _____

Contact information (phone, email) _____

Name of ministry event/project _____ Date _____ Time _____

Details (please include every step to be completed) _____

Due Date Desired _____

Continue on back of sheet if needed

2nd Choice _____

QUICK COPY FORM

Number of Black & White Copies _____

Number of Color Copies _____

Where would you like them placed? _____

THANK YOU. YOU WILL BE CONTACTED IF YOUR REQUEST HAS BEEN APPROVED.

IN THE INTERIM, IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CHURCH OFFICE.

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