

Graphic Design Request

Submit form to Church Office mailbox or hklee@fcbc.org
(Hang Kwan Lee-Wang)



942 Yale Street, Los Angeles, CA 90012 www.fcbc.org
(213) 687-0814 (213) 375-3999 info@fcbc.org

1. Requests must be submitted at least 2 weeks (10 working days) in advance, except for church- wide events which must be submitted at least 4 weeks in advance.
2. Jobs sent to an outside print company typically require an additional 10 working days. The requester will be responsible for outside printing costs.
3. Special requests may be made through an appointment with the Graphic Designer.

Contact Name: _____ Date submitted: _____

Ministry Department: _____

Phone: _____ Email: _____

Purpose of work: _____

Date needed by: _____

	Size	Quantity
<input type="checkbox"/> Sunday Program Insert: Insert date:		
<input type="checkbox"/> Poster: Posting date:		
<input type="checkbox"/> Banner: Posting date:		
<input type="checkbox"/> Other:		

Media provided: Clipart Photograph Photo-ready artwork Electronic media
(Description) _____

Special Instructions (image scanning, paper cutting, enlargement, etc.):

Shepherding/Functional Minister Signature _____