





Print Request

Submit to Church Office, Church Office mailbox,
or hklee@fbc.org



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

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

Requested by _____ Today's Date _____

Phone/Email _____ Dept./Ministry _____

Date needed _____

Pastor's Name _____ Pastor's Signature _____

Job Description: # of originals _____ # of copies _____

Single sided

Double sided

Copy Color: Black & White

Full Color

Mixed Color/B&W

Finishing: Collate

Staple

Special Instructions: _____

- **Pastoral approval** and signature must be obtained prior to submission.
- **Jobs are printed** on white, letter-sized paper (8½" x 11"). All other types of paper must be provided by requester in advance.
- **Deadlines:**
 - 3 business days for less than 1,000 copies
 - 5 business days for more than 1,000 copies
 - 5 business days for less than 75 booklets, less than 20 pages
 - 7 business days for more than 75 booklets, more than 20 pages
- **Copyrighted material** must have copyright release permission from the publisher. Attach a copy of the copyright release with the print request.
- **Completed print jobs** will be available for pick up from the church office.