

# Print Request

Submit to Church Office mailbox or  
email to [graphics@fcbc.org](mailto:graphics@fcbc.org)



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

942 Yale Street, Los Angeles, CA 90012 [www.fcbc.org](http://www.fcbc.org)  
 (213) 687-0814 (213) 375-3999 [info@fcbc.org](mailto:info@fcbc.org)

Requested by \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone/Email \_\_\_\_\_ Dept./Ministry \_\_\_\_\_

Date needed \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Pastor's Signature \_\_\_\_\_

**Job Description:**  Letter sized/Flyer # of originals \_\_\_\_\_ # of copies \_\_\_\_\_

Single sided  Double sided

Poster # of originals \_\_\_\_\_ # of copies \_\_\_\_\_

Banner # of originals \_\_\_\_\_ # of copies \_\_\_\_\_

**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.