

# Fellowship Tabernacle Church

185 Moose Club Road – Statesville, NC 28677 – 704-838-1080

Bishop Robert M. Taylor, Sr., Founder and Senior Pastor

## ADMINISTRATIVE and/or MAINTENANCE WORK ORDER FORM

Date of Request: \_\_\_\_\_

Program or Auxiliary Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

(Please check all that apply)

Letter on Official Stationary

Photocopying

Certificate

\_\_\_ Number of Copies

Flyer

### Specifications

Greeting

\_\_\_ double sided

Book/Program

\_\_\_ stapled

Signs/Posting

Maintenance/Repairs

Description of Work: (copy of work attached, if applicable)  yes  no

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

=====DO NOT WRITE BELOW THIS LINE=====

**DATE RECEIVED:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_