



DR. WALTER R. GIBSON, JR., PASTOR

[HTTP://PRBCLANSING.ORG](http://PRBCLANSING.ORG) ♦ OFFICE@PRBCLANSING.ORG

CLERICAL SUPPORT GUIDELINES

Processing Times May Vary

****Please Contact the Office for Any Same Day Requests**

<p>MONTHLY BULLETIN ANNOUNCEMENTS Due on the 20th of each month</p>	<ul style="list-style-type: none"> • Requests must be in writing, email is an acceptable format. • Please supply your own wording. Edits may be done to accommodate spacing.
<p>PHONE TREE AND MASS EMAILING Due on Tuesdays</p>	<ul style="list-style-type: none"> • Please allow 2 business days to complete. • If calls/emails are to specific people, please provide a list of contact information. • Requests must be in writing, email is an acceptable format.
<p>ONLINE ORDERS 1 week minimum notice to place</p>	<ul style="list-style-type: none"> • Please provide a printout or link to each item. • Allow yourself ample time for shipping when ordering, specifying if standard or rush shipping is necessary. • Also it's helpful to supply alternates should quantities be low or out of stock.
<p>COPY & PRINT REQUESTS</p>	<ul style="list-style-type: none"> • 2-3 business days for processing.
<p>FAX REQUESTS</p>	<ul style="list-style-type: none"> • 2-3 business days for processing.
<p>POSTAL MAILINGS</p>	<ul style="list-style-type: none"> • 2-3 business days for processing.
<p>GRAPHIC DESIGNS (time varies)</p>	<ul style="list-style-type: none"> • 7-10 Business days to design. This includes any posters, postcards, flyers and things of the like. • 2 weeks' notice for us to design banners. • For items not being printed in-house, please allow 7-10 business days for vendor printing & shipping once order has been placed. • Requests should be received in its original format. Please do not convert to PDF (we support: JPG, PNG, TIFF, and most vector formats such as INDD and EPS). This will allow for corrections to be made quickly & easily.
<p>** TRY TO AVOID SAME DAY REQUESTS</p>	<ul style="list-style-type: none"> • We understand there may be circumstances where this can't be avoided, and as always we will TRY to accommodate you, but do not be surprised if your request is denied. • Under the umbrella of fairness, it's better to submit your items months in advance than to have us push aside requests for those who have submitted their work in a timely fashion. • This also allows for us to make sure we have sufficient supplies on hand.