Maple Springs Baptist Church  
4131 Belt Road  
Capitol Heights, MD 20743

CHURCH BUSINESS CARDS REQUEST FORM

Provide all the necessary information and please write **LEGIBLY**. Place completed form in the Data Automation Ministry mailbox. The MSBC business cards will be printed and placed in your mailbox. If you have any questions, please contact Trustee Crystal Lane.

DATE OF REQUEST: __________________

✔ PLEASE CHECK APPROPRIATE BOXES:
PURPOSE OF REQUEST: ☐ Initial Request ☐ Additional Cards ☐ Change of Information

NUMBER OF CHURCH BUSINESS CARDS REQUESTED: ☐ 10 ☐ 20 ☐ 30 ☐ 40

NAME OF REQUESTOR: ____________________________________________

CONTACT TELEPHONE NUMBER: _____________________________ ☐ Cell ☐ Home ☐ Work

Please, **PRINT** the requested information that is to appear on the MSBC business cards:

NAME: ____________________________________________________

TITLE: ______________________________________________________

NAME OF CHURCH MINISTRY: ________________________________

HOME TELEPHONE NUMBER: _________________________________

TO BE COMPLETED BY DATA AUTOMATION MINISTRY ONLY

DATA AUTOMATION MINISTRY APPROVAL:

COMPLETED BY: ________________________________

SIGNATURE: ___________________________________ DATE SIGNED: __________

CHURCH BUSINESS CARDS SUBMITTED TO REQUESTOR ON: ______________

Revised 12.2013