

ID# _____

ADMINISTRATIVE ASSISTANCE: ORDER FORM

CONTACT PERSON'S NAME _____ POSITION _____

PASTOR _____

CHURCH _____

STREET ADDRESS _____ / SUITE # _____

P.O. Box - ADDRESS _____

CITY _____ STATE _____ ZIP _____

OFFICE PHONE # _____ CELL # _____

HOME PHONE # _____

E-MAIL - ADDRESS _____

OTHER ADDRESS & INFORMATION:

PLEASE ENCLOSE CHECK OR MONEY ORDER IN U.S. DOLLARS

MAKE PAYABLE, AND MAIL TO:

ADMINISTRATIVE ASSISTANCE

8419 Vista del Cajon Pl. Lakeside, CA 92040

TEL. 619/443-5221 E-Mail Don@admin-assist.com

THE CHURCH ADMINISTRATION "HOW TO" MANUAL:

____ (#M911) Manual - 210 pg 3 Ring Notebook inc CD-Rom @ \$ 99.00 = _____

DVD's:

____ (#V931) Church Financial issues (Records/receipting etc.) @ \$ 25.00 = _____

____ (#V941) "How To" DVD. Corp./Minutes/By-Laws @ \$ 25.00 = _____

____ (#V961) Developing the Sexual Abuse Prevention Policy @ \$ 25.00 = _____

OTHER MANUALS & CD-Rom's - (.doc/rtf Format)

NOTE: The First seven Manuals all include a CD.

____ (#B101) MORE GREAT SAMPLES VER VII By-Laws & more @ \$ 90.00 = _____

____ (#B091) SAMPLES - VERSION VI Minutes and Policies @ \$ 85.00 = _____

____ (#B052) SAMPLES ADDENDUM More Minutes and Policies @ \$ 65.00 = _____

____ (#B051) SCREENING & ENROLLING VOLUNTEERS & EMPLOYEES @ \$ 85.00 = _____

____ (#B972) SAMPLES - PC - For the Para Church Ministry @ \$ 85.00 = _____

____ (#B011) P-C H - Para-Church Handbook - A 'Must Have @ \$ 99.00 = _____

____ (#B983) SAMPLES - TM (Traveling and relational Ministries) @ \$ 85.00 = _____

____ (#B071) B-M-H-B Pastors & Board Members Handbook @ \$ 25.00 = _____

OTHER ITEMS _____ = _____

SUB TOTAL = _____

CALIF. RES. ADD 7.75% SALES TAX = _____

S&H ADD 8% (With a \$5.00 Minimum) = _____

TOTAL = _____

NO RETURNS AFTER 60 DAYS. PRICES SUBJECT TO CHANGE WITH OUT NOTICE

FOR OFFICE USE ONLY:

CK# _____ DATE CK RECEIVED _____

DATE SHIPPED / OR DEL. _____ Order Filled By: _____