



MONUMENTAL BAPTIST CHURCH

Rev. Dr. J. Wendell Mapson, Jr., Senior Pastor

WORK ORDER REQUEST FORM

RETURN FORM TO EXECUTIVE DIRECTOR'S MAILBOX OR EMAIL INFO@THEMBC.ORG

Requested by:	Date of Request:
Contact Name:	Contact Number:
<u>AREA WHERE WORK IS TO BE PERFORMED:</u> Senior Pastor's Study Senior Pastor's Waiting Room Offices (specify) _____ Trustee Room Outside-Trustee Room Offices/Annex Porch Annex (specify) _____ Deacons' Room Sanctuary Pulpit / Choir Loft Overflow History Room Restrooms (specify) _____	Chapel Narthex Media Room M.M. Peace Fellowship Hall Kitchen/Culinary Rooms Classroom (specify) _____ Stairwell (specify) _____ Hallway (specify) _____ Yard Parking Lot Sidewalk etc.

Description of Services Requested:

To Be Used By Person(s) Handling Request	
Was Work Performed? Yes No (specify why) _____	Date Complete: ____/____/____ Name of Person Handling Request: _____ Executive Director Signature: _____
Total Time to Complete Task:	Cost/Services Rendered By Whom?

Comments:
