

For Office Use Only

RR _____

DS _____

DR _____

Ret / Dep _____

BANNER REQUEST FORM

TODAY'S DATE: _____

DATE NEEDED

EVENT DATE: _____

MUST HAVE BY: _____

WIL RETURN BY: _____

IMPORTANT NOTE: *This is the date you will have the banner(s) back at PW offices in Louisville. Please take into account shipping time before choosing date, so you won't lose your deposit.*

NAME OF EVENT: _____

LOCATION OF EVENT: _____

REQUESTED BY:

Name

Address

Phone

Fax

E-mail

BANNERS AVAILABLE: Please indicate below which banner you would like to borrow. Banners are loaned on a first-come, first-serve basis. There is a **\$25.00 check deposit due before banner is shipped.** Please make check out to Presbyterian Women, with "Deposit" on the memo line.

PLEASE NOTE: Banner *must be received by PW by date indicated above or the borrower forfeits the deposit.* In cases of the banner being lost in return shipment, the borrower will pay for the cost of replacement. You will be sent confirmation notification. Thank you.

_____ **Who Are PW? Banner (faces)** Dimensions: 4ft wide/6 ft long

_____ **"God's Vision: Our Calling"** 1 set of 6 banners. Dimensions: each banner is 2' x 6' (5 languages plus English)

It is agreed that PW of the PC(USA) will cover the expense of mailing all banners to the requested location. It is also agreed that the requesting organization, upon completion of use, will cover the expense of mailing all banners back to Louisville, KY **OR** to the next requested location.

PLEASE RETURN BANNER(S) TO: Patricia Longfellow, Program Administrative Assistant
Presbyterian Women
Presbyterian Church (U.S.A.)
100 Witherspoon Street, Rm. 3047A
Louisville, KY 40202-1396
1-888-728-7228 Ext. 8015