

San Jacinto Baptist Association
Printing Policy

GENERAL: Lead time is necessary to all work in the San Jacinto Baptist Association office. Because of the priority assignments of the office ministry assistants, ALL work is logged and then approved by the Director of Missions or Administrative Assistant.

SPECIFIC:

1. All programs, organization, committees, etc., should have their work requisitions in the office at least seven (7) days before it is needed.
2. Newsletters, bulletins, etc., that are camera ready, have been approved, and are needed the same week, must be in the office by noon on Tuesday.
3. Any special material that we have agreed to print, that is camera ready, must be in the office at least seven (7) days before needed.
4. Any materials that need our assistance in making layout preparation, need to be in our office at least ten (10) days before needed.
5. Any exceptions to the above must be approved on an individual basis by the Director of Missions or Administrative Assistant. Booklets, directories, manuals, anniversary brochures, etc., (major printing) must be in the office three (3) weeks before needed.
6. All of the policies stated above are contingent upon the work load of the San Jacinto Baptist Association staff.
7. Reimbursement for printing is contingent on current cost of paper and printing supplies.
8. All of the policies stated above are contingent upon the availability of paper stock.

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