

IN-PEW ENVELOPE TRANSMITTAL FORM

Make copies of this form so you have blank forms available in the future.

Processing Instructions:

- Please count the number of envelopes and complete the information below.
- Do NOT open the envelopes! Send unopened.
- Keep a copy of the completed form for your records, and include this original document in the shipment.

Refer to the processing instructions on the previous page of the manual.

If Agilis does not receive your first shipment of envelopes within two weeks of the In-Pew Weekend, Sharla Thomas will call you to inquire as to their status.

Please note: You will not receive a confirmation from Agilis, so a tracking number attached to your shipping method is highly recommended.

Send via UPS or FedEx to:

Agilis/Catholic Community Foundation 2381 Crossroads Blvd
Albert Lea, MN 56007

Complete:

Parish Name: _____

Parish Address: _____

Parish Email: _____

Parish Phone: _____

Date Sent: _____

Processed By: _____

No. of Envelopes Enclosed: _____