

# 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 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: \_\_\_\_\_