



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

Any shipment occurring after the in-pew weekend needs to ship via UPS or FedEx only, unless another Tyvek envelope is used from USPS.

Complete:

Parish Name: _____

Parish Address: _____

Parish Email: _____

Parish Phone: _____

Date Sent: _____

Processed By: _____

No. of Envelopes Enclosed: _____