

#FacesofHope

THOUGH WE ARE MANY, WE ARE ONE IN CHRIST.



CATHOLIC
CHARITIES
Diocese of Cleveland

2020 ANNUAL APPEAL

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. **Do NOT send pencils!**
- Keep a copy of the completed form for your records, and include this original document in shipment.
- Refer to the processing instructions in your parish 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.
- Contact Karen Joyce with questions: 216-696-6525 X 1910 or kjoyce@catholiccommunity.org
- **Please note: You will not receive a confirmation from Agilis, so a tracking number attached to your shipping method is highly recommended. If there is a 10 envelope or more discrepancy in the number of envelopes send vs received, we will call you.**

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 No. _____

Date Mailed: _____

Processed By: _____

No. of Envelopes Enclosed: _____