

# CUSTOM & SMALL PROGRAM – DIRECTORY DESIGN GUIDE –

**Goal to Complete Design** \_\_\_\_\_ Church Code (Acct. #) \_\_\_\_\_  
(Date)

Church Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Email \_\_\_\_\_

## TO START THE DIRECTORY PROCESS

# ●●●● YOU MUST ●●●●

**RETURN THIS COMPLETED DESIGN GUIDE & MATERIALS LISTED BELOW TO UNIVERSAL CHURCH DIRECTORIES**

**MAILING SHOULD BE TRACKED BY A SIGNATURE GUARANTEE!**

1. Directory Design Guide *(Completely fill out pages 2-6)*
2. Completed Cost Summary *(page 5 in this booklet)* with check or money order if applicable
3. Cover Page, Ministry Page and Submitted Photos, place in back pocket
4. Photo Session Envelope detailing staff images *(With extra images supplied by the church)*
5. Roster Listing *(if applicable)* preferably on a CD or Flashdrive
6. Ministry Tool sheet *(if applicable, see page 24)* place in back pocket

## **MAIL YOUR DIRECTORY DESIGN MATERIALS TO:**

### **Universal Church Directories**

**1150 National Parkway • Mansfield, Ohio 44906 • 419-522-5011**

## **DIRECTORY DELIVERY SCHEDULE**

DIRECTORY STYLE	Business Days for Proof Copy	Business Days for Final Book
Soft, Spiral, UV Coated, Back Pocket	20	20
Combination of 2 Binding styles <i>(Spiral, UV Coated or Back Pocket)</i> Please note that back pocket covers may not be combined with spiral covers.	20	20
Hardback, Perfect Bound	20	40
Program Credit Option <i>(Soft, Spiral, UV Coated and Back Pocket Covers)</i>	10	10