

MINISTRY BOOK REQUEST FORM

Below is the information that needed to place your order successfully. You may e-mail this info to me OR fill out this form and leave it in my mailbox in the church office or hand it to a bookstore worker anytime the bookstore is open.

Thanks,
Cherie Coleman
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cell: 410.507.2001

Name and Contact Info	Group/Class	Specific Title of Book(s) and Author (ISBN is helpful if known)	Number of Books Needed	Date Needed By

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FAQ BOOK ORDERS

1. When should I place my order?

Place your order as soon as you have all of the information required on the form.

2. What if I do not have all of the info the form requires for book I need?

If you do not know a certain piece of info, please e-mail the bookstore staff (books@rtbc.org) with what you have and we will do some research for you.

3. What if I need to place an order, but do not have the form?

Simply e-mail the info to books@rtbc.org and the bookstore staff will work with that.

4. When can I expect my order and how will I know when it has actually arrived?

When your order is placed, you will be e-mailed with the expected arrival time, and you will also be e-mailed when the order actually does arrive.

5. How will I, or the people in my group, get the books?

Books will be available for purchase in the bookstore the Sunday after they arrive. Other arrangements can be made by e-mailing the bookstore staff (books@rtbc.org) if this doesn't work for you and your group. Also, the bookstore will be open Wednesday nights when there are classes RTBC sponsored classes being offered.

6. What if I do not have e-mail?

Call the church office and leave a message for the bookstore staff and someone will return your call ASAP to help you get your order placed.

Have more questions or need more information? Please e-mail your questions to **books@rtbc.org**