



Spirit & Truth
PUBLISHING

Special Orders

Section A

Contact Name

Email Address

Phone Number

Mailing Address

Congregation Name

Order Type

Custom Order/Customized Product (Complete Section B)

New Resource (Complete Section C)

Section B

Product Name (See instructions)

Product Attendance Range (See instructions)

Description (See instructions)

Section C

In the box below, please describe the resource you are requesting. Include the target age range(s), estimated attendance, topic and format descriptions, and any other relevant details.

Description (See instructions)



Special Orders

Form Instructions

You may type in the form directly or print the form and complete it by hand.

Section A

Please complete each box with the contact information requested. The email address and phone number should both be for the listed contact.

Section B: Custom Order/Customized Product

This section is for special orders which consist of:

1. Custom Orders- current resources that you wish to purchase in a package different than currently offered.
 - Example: All *Living the Word: Kids (PK-2nd)* and *Kids (3rd-6th)* lessons on the Book of Acts, which would be gathered from all four Narrative Lectionary years.
2. Customized Product- a current resource that you wish to alter to better fit your needs.
 - Example: The lessons from the Book of Acts (above) with dates changed and revised to flow together—last week, this week, and next week.

Product Name: As there is space, write the names of the current products you would like the lessons/resources to be taken from. Please use the full designation (name or abbreviation) as found on page 3 of this form.

Product Attendance Range: Pricing for the majority of our products varies based on the estimated average attendance for whom that particular product will be used with. Product attendance ranges can be divided differently for different products, so please see the list of ranges for each product on page 3. Select the range you believe to be the most accurate. If you want to use the product(s) in a different way than intended, and you do not think that the listed ranges accurately describe it, please explain in the Description box. Please use the format provided on page 3 (e.g. YTH [6-10] for *Living the Word: Youth*, Attendance Range 6-10 students).

Description: Please describe the package you would like, and any customizations to those products. If you would like a full list of published lessons, please see our Free Resources web page and click on the appropriate link(s) for the Scope & Sequence or Narrative Lectionary Readings. Please identify individual lessons by lesson number (e.g. #4-24) and Scripture passage/lesson title or other clearly defined description.

Section B: New/Adapted Resource

This section is intended for special orders which request new resources be written.

Description: Please describe the project in as much detail as possible. Examples:

- A fifteen-minute skit on the life of King David to be performed in worship by an intergenerational group of seven to ten actors.
- A six-week Bible study on stewardship for families to use at home.

Submission & Pricing

Once you have completed the Special Order form, please save the PDF file or scan the handwritten form. Attach the file and email it to G.Rawn@SpiritAndTruthPublishing.com. Or mail the form to:

Spirit & Truth Publishing, P.O. Box 580722, Pleasant Prairie, WI 53158

The publisher will contact you with any clarifying questions and email you a quote for the project within ten (10) business days of receipt.

Product Attendance Ranges

| <u>Living the Word: Kids (PK-2nd)</u> Abbreviation: KID-L | |
|---|---------|
| Attendance | |
| 1-5 | 41-45 |
| 6-10 | 46-50 |
| 11-15 | 51-65 |
| 16-20 | 66-80 |
| 21-25 | 81-100 |
| 26-30 | 101-125 |
| 31-35 | 126-175 |
| 36-40 | 176-250 |

| <u>Living the Word: Kids (3rd-6th)</u> Abbreviation: KID-U | |
|---|---------|
| Attendance | |
| 1-5 | 41-45 |
| 6-10 | 46-50 |
| 11-15 | 51-65 |
| 16-20 | 66-80 |
| 21-25 | 81-100 |
| 26-30 | 101-125 |
| 31-35 | 126-175 |
| 36-40 | 176-250 |

| <u>Living the Word: Youth</u> Abbreviation: YTH | |
|--|--------|
| Attendance | |
| 1-5 | 31-40 |
| 6-10 | 41-60 |
| 11-15 | 61-100 |
| 16-20 | 101+ |
| 21-30 | |

| <u>Living the Word: Cross+Gen Education</u> Abbreviation: CGE | |
|--|---------|
| Attendance | |
| 1-10 | 81-90 |
| 11-20 | 91-100 |
| 21-30 | 101-125 |
| 31-40 | 126-150 |
| 41-50 | 151-200 |
| 51-60 | 201-250 |
| 61-70 | 251-350 |
| 71-80 | |

| <u>Living the Word: Cross+Gen Worship</u> Abbreviation: CGW | |
|--|----------|
| Attendance | |
| 1-50 | 501-600 |
| 51-100 | 601-700 |
| 101-150 | 701-800 |
| 151-200 | 801-900 |
| 201-250 | 901-1000 |
| 251-300 | |
| 301-400 | |
| 401-500 | |

| <u>Living the Word: Small Groups</u> Abbreviation: SMG | |
|---|--|
| # of Groups | |
| 1 | |
| 2 | |
| 3 to 5 | |
| 5 to 10 | |
| Whole Church | |

| <u>Spirit & Truth: Kids (PK-2nd)</u> Abbreviation: S&T-L | |
|--|---------|
| Attendance | |
| 1-10 | 81-90 |
| 11-20 | 91-100 |
| 21-30 | 101-125 |
| 31-40 | 126-150 |
| 41-50 | 151-200 |
| 51-60 | 201-250 |
| 61-70 | 251-350 |
| 71-80 | 351-500 |

| <u>Spirit & Truth: Kids (3rd-6th)</u> Abbreviation: S&T-U | |
|--|---------|
| Attendance | |
| 1-10 | 81-90 |
| 11-20 | 91-100 |
| 21-30 | 101-125 |
| 31-40 | 126-150 |
| 41-50 | 151-200 |
| 51-60 | 201-250 |
| 61-70 | 251-350 |
| 71-80 | 351-500 |