

Forms – Files Directory

Start Up Guide

1. Applying for Gov. Licenses
2. Credit Card Processing Questions to Ask
3. Credit Card Processing Work Sheet – *Excel*
4. Ministry Thrift Store Start up Cost – *Excel*
5. Ministry Thrift Store – First Full Month of Operation
6. Ministry Thrift Store Cost of Assets
7. Fictitious name application CR4E001 - *PDF*
8. Purchasing Assets & Supplies
9. Purchasing Assets & Supplies, Spread Sheet – *Excel*
10. Purchasing Assets & Supplies - Pictures
11. Register Category Ideas
12. List of Work to be Done – Sample
13. List of Things to Do – Sample
14. Thrift Store Shell – *QuickBooks*

Operations

1. Hours of Operation
2. Injury - Claim Info Sheet
3. Sharp ER-A440 - Procedures
4. Sharp ER-A520 – Procedures
5. Store Guidelines – *MS Publisher*
6. Supply Order List
7. Supply Order Form – *Excel*
8. Things to do at Register
9. Volunteer Ideas for Service
10. Bed Size - Picture
11. Bed Size – Chart
12. Bed Sheet Sizes

Print Versions

1. Community Service Work List and Guidelines
2. Pick-up & Delivery Guidelines
3. Purpose/Mission – Single Page

Accounting

1. Assistance Form – Sample – *MS Publisher*
2. Assistance Register – *Excel*
3. Assistance Register – Sample – *Excel*
4. Ministry Thrift Store Assistance Given – 2008 - *Excel*
5. Daily Sales Journal Entry

6. Daily Worksheet – Blank – *Excel*
7. Daily Worksheet Sample - 2-15-09 - Leesburg – *Excel*
8. Profit to Date – *Excel*
9. Monthly Bills Due – *Excel*

Clothes

1. Clothes Price List
2. Clothes Sizes
3. Hanger Source
4. Clothes Brands to Look For
5. Higher Priced Purses - with Pictures
6. Louis Vuitton Purse

Tags & Slips

1. Hold – *MS Publisher*
2. Sold – *MS Publisher*
3. Pick up
4. Delivery
5. Customer Tax Receipt – *MS Publisher*
6. TV Remote – *MS Publisher*

Forms

1. Client Assistance Form – *MS Publisher*
2. Volunteer Record
3. Volunteer Information Sheet
4. Community Service Record
5. Church Membership Survey

Change the name, address, and phone number on these forms.

Assistance Register – Chart
Community Service Sign in Sheet
Community Service Guidelines
Daily Worksheet
Donation Form
Donation Receipt
Hours of Operation
Volunteer Information Sheet

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Contact us for any Forms.....

**“Now glory be to God!
By His mighty power at
work within us, He is
able to accomplish
infinitely more than we
would ever dare to ask
or hope.”**

Ephesians 3:20 (NLT)