



Riverside County Sheriff's Department

GREYBAR PRINTING

Inmate Training Program

Larry D. Smith Correctional Facility
 1627 South Hargrave Street • Banning, California 92220
 Tel. (951) 922-7261 • Fax (951) 922-7260 • Stop # 4000
 E-Mail: greybar@riversidesheriff.org

PRINT ORDER FORM

ORDER AUTHORIZED BY:

FUND	DEPT	ORG	SUB ORG	APPR	OBJECT	P.O. Number for Non-Sheriff Customer
						<i>If applicable:</i>

CUSTOMER INFORMATION

DIVISION/NAME OF BUSINESS:		DATE:
ADDRESS:		STOP #
ORDERED BY:		PHONE:

ORDER INFORMATION

QUANTITY	DESCRIPTION	TYPE OF ORDER
	ONE ITEM PER ORDER FORM PLEASE	<input type="checkbox"/> Form <input type="checkbox"/> Manual <input type="checkbox"/> Book <input type="checkbox"/> Bus. Card <input type="checkbox"/> Copies No. of Originals: _____

PRINTING INFORMATION

PAPER TYPE	PAPER SIZE	PRINTING FORMAT
<input type="checkbox"/> Bond 20# White <input type="checkbox"/> Bond 20# Color _____ <input type="checkbox"/> Bond 24# White for Letterhead only <input type="checkbox"/> Bristol 67# White <input type="checkbox"/> Bristol 67# Color _____ <input type="checkbox"/> Laser Paper for Color Copy <input type="checkbox"/> Tabs No. of Tabs _____ <input type="checkbox"/> NCR <input type="checkbox"/> 2 Part <input type="checkbox"/> 3 Part <input type="checkbox"/> 4 Part <input type="checkbox"/> 5 Part <input type="checkbox"/> Envelopes <input type="checkbox"/> Reg. #10 <input type="checkbox"/> Window #10 <input type="checkbox"/> Announcement	<input type="checkbox"/> 8 ½ X 11 <input type="checkbox"/> 8 ½ X 14 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> 5 ½ X 8 ½ <input type="checkbox"/> 4 ¼ X 5 ½ <input type="checkbox"/> 4 ¼ X 11 <input type="checkbox"/> Other _____	<input type="checkbox"/> Black Ink <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot <input type="checkbox"/> Blue Ink For Letterhead and Envelopes only <input type="checkbox"/> Full Color <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided

BINDING AND FINISHING

<input type="checkbox"/> Staple <input type="checkbox"/> Top Left <input type="checkbox"/> 2 Left <input type="checkbox"/> Booklet <input type="checkbox"/> Binding <input type="checkbox"/> Comb <input type="checkbox"/> Coil <input type="checkbox"/> Perfect <input type="checkbox"/> 3-Ring Binder: <input type="checkbox"/> 1 inch <input type="checkbox"/> 1½ inch <input type="checkbox"/> 2 inch <input type="checkbox"/> 3 inch <input type="checkbox"/> Heavy Paper Cover <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Clear Plastic Cover <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Padding.....100 Sheets Per Pad <input type="checkbox"/> Punch <input type="checkbox"/> 3 Holes/Side <input type="checkbox"/> 2 Holes/Top <input type="checkbox"/> Folding <input type="checkbox"/> Half Fold <input type="checkbox"/> Letter Fold <input type="checkbox"/> Other <input type="checkbox"/> Cutting/Trimming <input type="checkbox"/> Numbering Starting Number _____ <input type="checkbox"/> Laminating Size: <input type="checkbox"/> Bus Card <input type="checkbox"/> Post card <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 11 x 17
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SPECIAL INSTRUCTIONS

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FOR GREYBAR USE ONLY

ORDER STATUS		DELIVERY OR PICK-UP INFORMATION	
Date received		Name	
Date completed		Signature	
Date customer notified		Date	