



RIVERSIDE COUNTY SHERIFF'S DEPARTMENT

GREYBAR PRINTING

1627 S. Hargrave Street ■ Banning, CA 92220
951-922-7261 ■ FAX 951-922-7260 ■ Stop #4000
greybar@riversidesheriff.org

PLEASE SEND YOUR ORDER AND SAMPLES VIA EMAIL

PRINT ORDER FORM

ORDER AUTHORIZED BY:

FUND	DEPT	ORG	SUB ORG	APPR	STOP #

CUSTOMER INFORMATION		
NAME/DIVISION/OFFICE/BUSINESS:		DATE:
ADDRESS:	CITY:	ZIP CODE:
ORDERED BY:	EMAIL:	PHONE:

ORDER INFORMATION	
■ ONE ITEM PER ORDER FORM PLEASE ■ SCAN OR ATTACH A SAMPLE IF POSSIBLE	
QUANTITY	ITEM NAME / DESCRIPTION

PRINTING INFORMATION		
PAPER TYPE	PAPER SIZE	COLORS AND FORMAT
<input type="checkbox"/> BOND 20# WHITE <input type="checkbox"/> BOND 20# COLOR - SPECIFY COLOR: _____ <input type="checkbox"/> BOND 24# WHITE <input type="checkbox"/> BRISTOL 67# WHITE <input type="checkbox"/> BRISTOL 67# COLOR - SPECIFY COLOR: _____ <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"/> REG. #9 <input type="checkbox"/> OTHER _____	<input type="checkbox"/> 8 ½ X 11 <input type="checkbox"/> 8 ½ X 14 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> 12 X 18 <input type="checkbox"/> 5 ½ X 8 ½ <input type="checkbox"/> BANNER / POSTER SIZE: _____	<input type="checkbox"/> BLACK PRINTING <input type="checkbox"/> COLOR PRINTING <input type="checkbox"/> SINGLE SIDED <input type="checkbox"/> DOUBLE SIDED <input type="checkbox"/> PORTRAIT ORIENTATION <input type="checkbox"/> LANDSCAPE ORIENTATION <input type="checkbox"/> LARGE FORMAT FOR BANNERS AND POSTERS
CD/DVD Copying <input type="checkbox"/> COVER ONLY <input type="checkbox"/> COVER AND DATA		

BINDING AND FINISHING	
<input type="checkbox"/> STAPLE/STITCH <input type="checkbox"/> TOP LEFT CORNER <input type="checkbox"/> 2 LEFT SIDE <input type="checkbox"/> BINDING <input type="checkbox"/> COIL <input type="checkbox"/> COMB <input type="checkbox"/> PERFECT <input type="checkbox"/> SADDLE STITCH <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"/> FOLDING <input type="checkbox"/> HALF FOLD <input type="checkbox"/> TRI FOLD <input type="checkbox"/> HEAVY PAPER COVER <input type="checkbox"/> FRONT <input type="checkbox"/> BACK <input type="checkbox"/> SPINE FOR MANUAL <input type="checkbox"/> DIVIDING TABS	<input type="checkbox"/> DRILL/PUNCH <input type="checkbox"/> 3 HOLES/SIDE <input type="checkbox"/> 2 HOLES/TOP <input type="checkbox"/> CREASING <input type="checkbox"/> PERFORATING <input type="checkbox"/> PADDING <input type="checkbox"/> NUMBERING - STARTING NUMBER: _____ <input type="checkbox"/> LAMINATING: <i>We now print directly on digital polyester material instead of laminating</i>

DELIVERY AND PICK UP OPTIONS	CUSTOMER SPECIAL INSTRUCTIONS
<input type="checkbox"/> CUSTOMER WILL PICK UP <input type="checkbox"/> SHIP TO JAIL: <input type="checkbox"/> RPDC <input type="checkbox"/> CBDC <input type="checkbox"/> JBDC <input type="checkbox"/> BLYTHE <input type="checkbox"/> SEND VIA COUNTY MAIL (ONLY AVAILABLE FOR BUSINESS CARDS) STOP# _____	_____ _____ _____

FOR GREYBAR USE ONLY	
ORDER COMPLETED DATE: _____	ORDER COMPLETED BY: _____
<input type="checkbox"/> CUSTOMER NOTIFIED OF COMPLETED ORDER BY: <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL INT: _____ DATE: _____	