



# CUSTOMER ORDER FORM WITH QUOTE



**Contra Costa County - Office of the Sheriff - WCDF Engraving/Sign Shop**  
 5555 Giant Highway, Richmond, CA. 94806  
**Phone:** 510-262-4268 **Fax:** 510-374-7167  
**Email:** Cocosigns@so.cccounty.us

Customer Name: \_\_\_\_\_  
 Business & Dept.: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

Billing Person Name: \_\_\_\_\_

Payment Type (circle one): Check or Money Order

Shipping Method (circle one):  
 UPS, Interoffice, Pick-up, Other: \_\_\_\_\_

Order Picked Up By (Name): \_\_\_\_\_

Work Order # (office use only): \_\_\_\_\_

Org #/ Sub Object # (office use only): \_\_\_\_\_

| QUANTITY | ITEM # | DESCRIPTION | UNIT PRICE | DISCOUNT AMOUNT | SUB TOTAL | TOTAL PRICE |
|----------|--------|-------------|------------|-----------------|-----------|-------------|
|          |        |             |            |                 |           |             |
|          |        |             |            |                 |           |             |
|          |        |             |            |                 |           |             |
|          |        |             |            |                 |           |             |
|          |        |             |            |                 |           |             |
|          |        |             |            |                 |           |             |

**SPECIAL NOTES:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL DISCOUNT**

**QUOTATION PREPARED BY (office use only):**  
 \_\_\_\_\_

**SUBTOTAL**

**QUOTATION BASED UPON THE FOLLOWING CONDITIONS (ATTACHMENT/TERMS):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**SHIPPING**

**Note:** Prices are valid for 90 days. To accept this quotation, sign/date here and return. No cash or credit cards accepted. Make checks payable to: Office of the Sheriff - IWF. Please include all attachments needed for this order.

**SALES TAX**

**PRINT:**  
 \_\_\_\_\_

**TOTAL AMOUNT DUE**

**SIGN:**  
 \_\_\_\_\_

**ORDER DATE:** \_\_\_\_\_ **DATE NEEDED BY:** \_\_\_\_\_

*Thank you for your Business!*

**FILE PATH:**

**OFFICE USE ONLY**

**COMPLETION DATE:**