

Instructions to create your ShotSpotter Celebratory Door Hanger MS Word.dotx Template

Step 1:

Edit the text in marked fields and change the placeholder with your agency logo, see a)-e).

Step 2:

Submit the saved file to your local printer for printing (4 color process) (page 1) and die cutting (page2).

Step 3:

Leave door hangers in your community to get the word out.

If you do not have a printer, feel free to contact ShotSpotter's printer Dan Dour.

Email: dan.dour@dbincorporated.com

Phone: (408) 592-0230

a) Add agency

b) Add agency phone number

c) Add anonymous tip phone number

d) Add text for additional information

e) Replace with your logo

Dear Resident,

We wish you and your family a very happy and safe holiday. To keep your neighborhood safe, please be aware that celebratory gunfire is not only illegal, it is a serious issue. Stray bullets can cause injury or be fatal.

As we ring in the New Year, please do your part—keep our community safe!

If you would like to report celebratory gunfire in your neighborhood, contact:

● East Palo Alto Police Department

● (415) 123-4567

To leave an anonymous tip, call:

● (415) 123-4567 ext. 89

● Text here text here

**Together We Can Keep
Our Community Safe!**

Thank you.

