

# 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 July 4th holiday, 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.**

