

# RIVERSIDE COUNTY RECORDER COUNTER DROP OFF SHEET

(A) Name of Customer \_\_\_\_\_

(B) Telephone Number \_\_\_\_\_ (C) Date \_\_\_\_\_

|                                       |             |                       |                          |             |                 |                  | (N)<br>(Recorders Use Only) |          |
|---------------------------------------|-------------|-----------------------|--------------------------|-------------|-----------------|------------------|-----------------------------|----------|
| (D)<br>TYPE OF DOCUMENT(S) (By Title) | (E)<br>Qty. | (F)<br># Of<br>Copies | (G)<br>Type Of<br>Copies | (H)<br>Ck.# | (I)<br>Ck. Amt. | (J)<br>Cash Amt. | Recorded                    | Rejected |
| 1.                                    |             |                       |                          |             |                 |                  |                             |          |
| 2.                                    |             |                       |                          |             |                 |                  |                             |          |
| 3.                                    |             |                       |                          |             |                 |                  |                             |          |
| 4.                                    |             |                       |                          |             |                 |                  |                             |          |
| 5.                                    |             |                       |                          |             |                 |                  |                             |          |
| 6.                                    |             |                       |                          |             |                 |                  |                             |          |
| 7.                                    |             |                       |                          |             |                 |                  |                             |          |
| 8.                                    |             |                       |                          |             |                 |                  |                             |          |
| 9.                                    |             |                       |                          |             |                 |                  |                             |          |
| 10.                                   |             |                       |                          |             |                 |                  |                             |          |

**Documents will be recorded in the order listed unless otherwise specified below.**

(K) Recording Instructions \_\_\_\_\_

(L) Signature of Customer \_\_\_\_\_

(M) Received by \_\_\_\_\_ (O) Receipt Number \_\_\_\_\_

(P) Rejected Documents, Copies, Receipt and/or Buck Slip (Q) Picked up On \_\_\_\_\_

(R) Signature of Customer Receiving Items Circled Above \_\_\_\_\_

(S) Signature of Employee Returning Items Circled Above \_\_\_\_\_

**SEE REVERSE FOR INSTRUCTIONS**

## **INSTRUCTIONS FOR COMPLETING THE COUNTER DROP OFF SHEET**

### **CUSTOMER**

- A. Name
- B. Telephone number
- C. Date of drop off
- D. List type of documents by title (documents with the same title being paid by one check or in one total cash amount can be listed all together on one line)
- E. Quantity of documents
- F. Number of copies requested
- G. Type of copies requested (i.e. Certified, plain or conformed)
- H. Check number
- I. Check amount
- J. Cash amount
- K. Recording instructions
- L. Signature

### **EMPLOYEE**

- M. Signature of employee receiving the items
- N. Employee must check either the recorded or rejected box
- O. Write receipt number on Counter Drop Off Sheet
- P. After the documents have been recorded or rejected circle the items being returned to the customer
- Q. Date of pick up
- R. Have the customers sign for receiving the items
- S. Signature of employee returning the items