



**CALEDONIA POLICE DEPARTMENT  
RECORDS INVOICE FORM**

**TODAY'S DATE:**

**Reports:** \$1.00 plus \$.25 per page

**Photos:** \$20.00 per disk regardless of how many photos are included. (Prints \$2.00 each)

**DVD/USB Recordings:** \$25.00 per item.

**Archived Reports:** \$20.00 per hour- if document fee proceeds \$50.00 fee will be TBD

**\*Prepayment is required for all citizens**

<b>COMPANY NAME:</b>	
<b>ATT/REQUESTOR:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>FAX:</b>	
<b>CASE #/DEFENDANT NAME</b>	

**Additional Notes:**

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**Once prepared, I wish to:**

\_\_\_\_\_ Pick up my request at the Caledonia Police Department (Open M-F 8a-5p)

\_\_\_\_\_ Have the records mailed to my address (\$1.50 for reports or \$3.00 for discovery, will be added)

\_\_\_\_\_ Have the record faxed to \_\_\_\_\_ (\$1.00 plus \$.50 per page)

\_\_\_\_\_ Have the record sent via email to \_\_\_\_\_ (\$1.00 plus \$.50 per page)

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FOR OFFICIAL USE ONLY

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**Please make checks payable to:**  
Caledonia Police Department  
5045 Chester Lane  
Caledonia, WI 53102

**DVD/USB:**  
**PHOTO DISKS:**  
**REPORT:**

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**Total Due:**

**\*Please satisfy within 30 days of invoice date. Failure to do so will require prepayment on all future requests.**