ROBBERY DESCRIPTION FORM: Page 1 of 3

Become familiar with these tips and the fill-in description form on the following two pages.

BEING PREPARED

Although you may never encounter a robbery situation, it's always a good idea to be prepared in advance. For example, it's important to remain calm during the event. The calmer you are, the less chance there is for the robber to become excited and possibly dangerous. When you're calm, you'll also be better able to observe the person or persons involved more thoroughly and accurately.

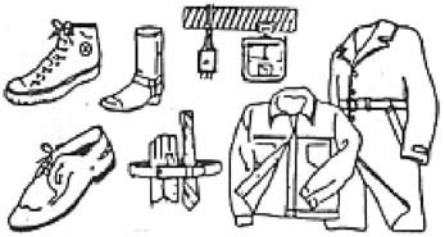
TIPS ON BEING A GOOD OBSERVER

In getting a description, try to be systematic. Look from head to foot, examing and mentally noting as many details about the robber as you can. As for height, weight and age, compare him/her with yourself or someone you know. For example, he/she is either smaller, heavier, older, etc.

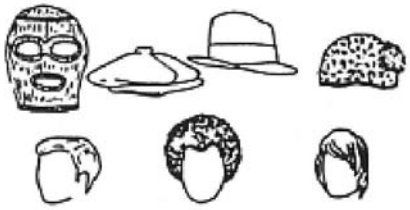
Don't trust your memory too long; it can deceive you. As soon as the robber has departed the premises and you have given the alarm to the police, use this form to capture as much information about the robber as you can. Be sure to include every detail you can recall. No matter how small it may seem, it could be important.

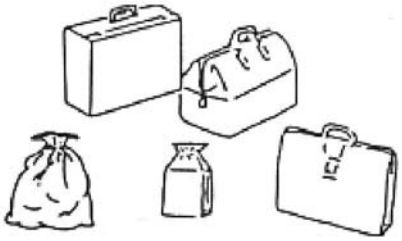
Below are examples of items associated with the robber that you may encounter and which should be part of your description.

ITEMS OF CLOTHING

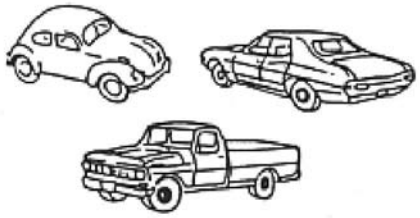


HATS & HAIR





EQUIPMENT



VEHICLES

Being able to identify different types of weapons will also improve the usefulness of your description.

RIFLE

"SATURDAY NIGHT SPECIAL"

SNUB NOSE

POCKET KNIFE OR SWITCH-BLADE

SAWED-OFF SHOTGUN

AUTOMATIC PISTOL

REVOLVER

BOWIE KNIFE

Cash Plus, Inc. / Corporate Headquarters / 3002 Dow Avenue, Suite 120 / Tustin, CA 92780
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ROBBERY DESCRIPTION FORM: Page 2 of 3

In the event of a robbery, promptly fill out both pages of this form as accurately and as completely as possible and give it to the police or security officer.

PHYSICAL DESCRIPTION

The objective is to document an accurate description that is as complete as possible. Do not omit any detail no matter how insignificant it may seem. But only indicate what you have actually observed. Do not guess. Leave spaces blank if you don't have a clear recollection.

COLOR_____ SEX_____ ETHNICITY_____

AGE_____ HEIGHT_____ WEIGHT_____ BUILD_____
(thin, stocky, etc.)

COMPLEXION_____ HAIR_____ EYES _____
(light, dark, ruddy, etc.) (color, wavy, straight, how combed) (color, small, large, close or far set, etc.)

NOSE_____ EARS_____ CHIN _____
(large, small, broad, pug, etc.) (prominent, small, close to head, extended, etc.) (square, broad, long, narrow, receding, dimpled, etc.)

GLASSES_____ MUSTACHE/BEARD _____
(frame color, style, material, etc.) (color, shape, style, etc.)

MASK OR FALSE FACE_____
(type, color, etc.)

SCARS/MARKS_____
(tattoos, birthmarks, facial blemishes, etc.)

DISTINGUISHING CHARACTERISTICS_____
(how would you pick this person out of a crowd?)

_____

_____

MISCELLANEOUS INFO

WEAPON EXHIBITED_____ ANY NAMES USED_____
(revolver, automatic, knife, rifle, shotgun, size, caliber, etc.)

WHAT DID HE SAY?_____

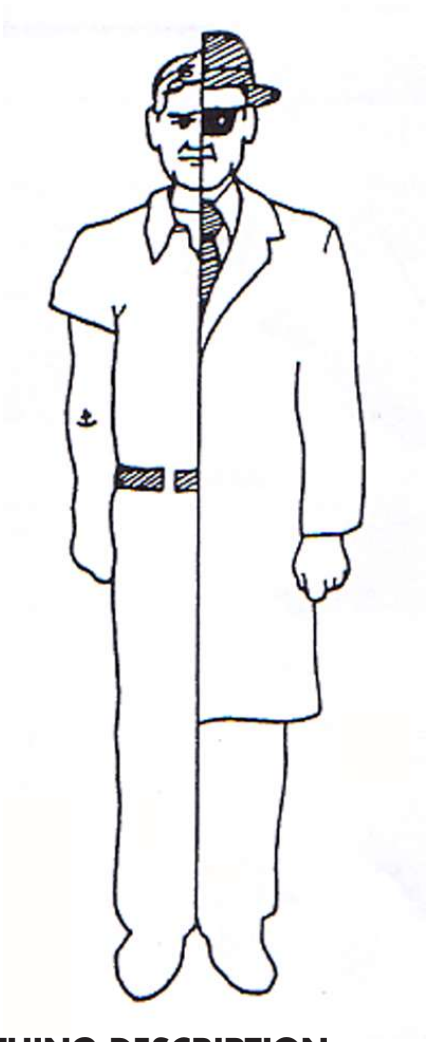
SPEECH_____MANNERISMS_____
(any accent, peculiarity of speech) (right or left handed, unusual walk or carriage, nervous habit, etc.)

_____

DESCRIBE HIS ACTIONS & WHAT HE TOUCHED_____

_____

_____



CLOTHING DESCRIPTION

Describe color, type of material, style, etc., as accurately as you can recall.

HAT_____

OVERCOAT_____

RAINCOAT_____

JACKET_____

SUIT_____

TROUSERS_____

SHIRT_____

TIE_____

SHOES_____

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ROBBERY DESCRIPTION FORM: Page 3 of 3

In the event of a robbery, promptly fill out both pages of this form as accurately and as completely as possible and give it to the police or security officer.

DATE AND TIME OF INCIDENT _____

MEANS OF ESCAPE _____
(on foot, in vehicle, etc.)

DIRECTION TAKEN _____

_____

VEHICLE INFO

LICENSE NUMBER _____ OTHER LICENSE INFO _____
(state, color, etc.)

MAKE _____ COLOR/CONDITION _____
(solid color, two-tone, paint condition, etc.)

YEAR _____ MODEL _____ MARKINGS/DAMAGE _____
(2-door, 4-door, convertible, van, SUV, pickup truck, etc.) (anything unusual or distinctive)

DESCRIPTION OF PASSENGERS _____
(number, sex, ethnicity, age, etc.)

REMARKS

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

ABOUT YOU

YOUR NAME _____

POSITION OR ADDRESS _____

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