

Date: _____
 (Department Use Only)

Reference # _____
 (Department Use Only)

THIS SIDE TO BE COMPLETED BY CITY PERSONNEL ONLY:

(1) Date City Received:	(2) Date City Responded:
(3) Date Picked Up, if applicable:	(4) Payment info:

CHARGES PER ITEM	NUMBER	TOTAL
Standard-size: Paper Copies (up to 8½ x 14) Microfiche - Paper Copies Motor Vehicle Accident Report	_____ @ \$.10/page _____ @ \$.10/page _____ @ \$6.00/each	\$ _____ \$ _____ \$ _____
Nonstandard-size: Diskette Rewritable CD (CD-RW) Non-rewritable CD (CD-R) Digital video disc (DVD) Other electronic media (Actual Cost) Oversize Paper (larger than 8½ x 14) Specialty Paper (Actual Cost) Photographs (Actual Cost) Other Charges: _____	_____ @ \$1.00/ea. _____ @ \$1.00/ea. _____ @ \$1.00/ea. _____ @ \$3.00/ea. _____ @ \$_____/ea. _____ @ \$0.50/page _____ @ \$_____/page _____ @ \$_____/ea. _____ @ \$_____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Labor charge: For Programming For locating, compiling, reproducing & redacting (More than 50 pages) Overhead Charge – 20% of Labor Charge.	_____ @ \$28.50/hr. _____ @ \$15.00/hr. _____ @ 20%	\$ _____ \$ _____ \$ _____
Computer Resource Charges: Mainframe PC or LAN	_____ @ \$10.00/min. _____ @ \$1.00/hr	\$ _____ \$ _____
Miscellaneous Supplies & Charges: 1) _____ 2) _____ 3) _____	_____ @ \$_____ _____ @ \$_____ _____ @ \$_____	\$ _____ \$ _____ \$ _____
Postage/Shipping Charges:	Actual Cost	\$ _____
TOTAL CHARGES: (No Sales Tax)		\$ _____

Additional Information: