

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: (up to 8½ x 14) Paper Copies (50 pages or less) Paper Copies (51 pages or more) Police Motor Vehicle Accident Report Certification of copy	_____ @ \$.10/page _____ @ \$.15/page _____ @ \$6.00/each _____ @ \$2.00	\$ _____ \$ _____ \$ _____ \$ _____
Nonstandard-size: Diskette Magnetic Tape VHS Video Cassette Audio Cassette Paper (larger than 8½ x 14) Other	_____ @ \$1.00/ea. _____ @ \$10.00/ea. _____ @ \$2.50/ea. _____ @ \$1.00/ea. _____ @ \$0.50/ea. Actual Cost	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Labor charge: (For information not readily available or requires more than 50 pages of redacting)	Employee's hourly rate or max of \$15.00/hr. _____ hrs @ \$_____/hr.	\$ _____
Computer Resource Charges: Mainframe PC or LAN Programming Time	_____ @ \$10.00/min. _____ @ \$1.00/hr _____ @ \$28.50/hr	\$ _____ \$ _____ \$ _____
Postage/Shipping Charges	Actual Cost	\$ _____
FAX Charges: Local Long distance, same area code Long distance, different area code	_____ @ \$0.10/page _____ @ \$0.50/page _____ @ \$1.00/page	\$ _____ \$ _____ \$ _____
TOTAL CHARGES: (No Sales Tax)		\$ _____

Additional Information:

