

## PUBLIC RECORDS REQUEST CHARGES

**Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company / Organization:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Method of Payment:**

**Email address:** \_\_\_\_\_ **Cash** \_\_\_\_\_  
**Check** \_\_\_\_\_  
**Other** \_\_\_\_\_

Itemized Request:	Number		Total
Standard-size Paper Copies	_____ pages	@ \$.10/page	\$ _____
Nonstandard-size Copies:			
- Diskette	_____	@ \$1.00/ea.	\$ _____
- Magnetic Tape	_____	@ \$10.00/ea.	\$ _____
- VHS Video Cassette	_____	@ \$2.50/ea.	\$ _____
- Audio Cassette	_____	@ \$1.00/ea.	\$ _____
- Paper	_____	@ \$.50/ea.	\$ _____
- Other	_____	Actual Cost	\$ _____
Personnel Charges (2 staff members)	_____	@ \$15.00/hr	\$ _____
	_____		\$ _____
Overhead Charges (20% of Total Personnel Charges)	_____	@ .20	\$ _____
Computer Resource Charges:			
- Mainframe	_____	@ \$10.00/min.	\$ _____
- Midsize	_____	@ \$1.50/min.	\$ _____
- Client/Server	_____	@ \$2.20/min.	\$ _____
- PC or LAN	_____	@ \$1.00/min	\$ _____
Programming Time	_____	@ \$26.00/hr.	\$ _____
Postage/Shipping Charges	_____	Actual Cost	\$ _____
Fax Charges:			
- Local	_____	@ \$.10/page	\$ _____
- Long Distance/Same Area Code	_____	@ \$.50/page	\$ _____
- Long Distance/Other Area Code	_____	@ \$1.00/page	\$ _____
Other Charges (Description):			
<b>TOTAL CHARGES:</b>			<b>\$ _____</b>

**TOTAL CHARGES:**  
*Please make checks payable to:*  
*South Texas College*