

ESTIMATE AND INVOICE FOR COPIES OR DUPLICATES

Estimate

- a. Number of pages (or records) _____ Estimate
b. Acceptable forms of payment: Cash Check Other _____
c. Estimate of total cost \$ _____

Estimate provided to requestor on _____:
 in person by U.S.P.S. by phone other: _____

- (1) Per page amount \$ _____
i. black and white \$0.15 per page letter or legal sized or \$ _____ (justification required if more than \$0.15)
ii. color \$0.50 per page letter or legal sized or \$ _____ (justification required if more than \$0.50);
iii. other sized or other medium _____: \$ _____ (justification required)
iv. External vendor name and costs: _____

- (2) Labor amount to produce the copy:: _____
Time exceeding threshold of _____ (1 hour or higher)
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
(3) Programming cost to extract information requested: _____
(4) Cost for delivery for other than on-site pick-up: _____ estimate
 U.S.P.S. other: _____

- d. Prepayment
(1) Form of payment: Cash Check Other _____
(2) Amount of payment: _____
(3) Date of payment: _____

Invoice: No change from Estimate
Number of pages (or records) _____

Total cost \$ _____

- a. Per page amount \$ _____
i. black and white \$ _____
ii. color \$ _____;
iii. other sized or other medium _____
iv. External vendor name and costs: _____
b. Labor amount to produce the copy:: \$ _____
Time exceeding threshold of _____ (1 hour or higher)
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
c. Programming cost to extract information requested: _____
d. Cost for delivery for other than on-site pick-up: _____ U.S.P.S.
other: _____
e. Payment:
(1) Form of payment: Cash Check Other _____
(2) Amount due: (Total cost minus prepayment): _____
(3) Date of payment or refund: _____