

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
PUBLIC RECORDS REQUEST
AND BILLING FORM**

DATE	
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DESCRIPTION OF INFORMATION	

AGENCY/INDIVIDUAL	
ADDRESS	
PHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	

MEDIUM REQUESTED	QUANTITY	PRICE	TOTAL
Standard Size Paper Copies		10¢ per page	
Non-standard size Copies			
Diskette		\$1.00 each	
Magnetic Tape		\$10.00 each	
VHS Video Cassette		\$3.50 each	
Audio Cassette		\$2.00 each	
Paper		50¢ each	
Personnel Charges		\$15.00 per hour	
Overhead Charges			
20% of Total Personnel Charges		X .20	
Computer Resource Charges			
Mainframe		\$17.50 per min.	
Client/Server		\$1.00 per min.	
PC or LAN		50¢ per min.	
Programming Time		\$26 per hour	
Postage/Shipping Charges (actual cost)			
FAX CHARGES			
Local		50¢ per page	
Long Distance/Same Area Code		\$1.00 per page	
Long Distance/Other Area Code		\$1.50 per page	
Other Charges			
Describe:			
TOTAL CHARGES			