

OFFICE USE ONLY

Quantity:	Description:	Charges:
_____	Copies: \$.20 per page (up to 11"x17")	_____
_____	Research: \$41.37 per hour	_____
_____	Electronic format: \$1.00 + compilation time	_____
_____	Scanned: \$1.00 + compilation time	_____
_____	Printed and scanned: \$1.00 + data compilation time + paper copy fee	_____
_____	Video: \$1.00 + data compilation time	_____
_____	Required Deposit: estimated cost of work	_____

Request completed by:	_____	Date:	_____
Request denied by:	_____	Date:	_____
Date Deposit Received:	_____	Initials:	_____
Date Payment Received:	_____	Initials:	_____