

## **Fees and Charges**

The following fees and charges are applicable where copies and other duplication requests are allowed or required by law.

### **Duplication Costs:**

Electronic records copied to paper	.15 cents per page
Black and white 8 ½ x 11	.15 cents per page
Black and white 8 ½ x 14	.20 cents per page
Color	.50 cents per page

### **Fees:**

Hourly rates for the preparation, compilation, and copying (paper) of records and documents: \$28.00 an hour.

Hourly rated for the preparation, compilation and copying of files to an electronic format: \$42.00 an hour.

### **Postage:**

Actual cost

All fees will be reviewed periodically by the Business Administrator to ensure they comply with the current costs pursuant to 65 P.S. Sec. 67.1307.

Parties requesting copies will be invoiced by Neshaminy School District for the charges incurred in copying based on requests that are compliant with Board Policies or applicable law. Fees over one hundred dollars (\$100.00) must be prepaid before media or copy requests will begin. For all other fees, the requestor is expected to make payment at the time of delivery of the copies.