City of McAllen

CHARGE POLICY

Date:

File No.:

Name:

Method of Payment: □ Cash □ Check □ Money Order

	Quantity		Total
Standard paper copy:	_____	$.10/page	_____
Nonstandard-size copy:			
Diskette:	_____	$1.00/ea.	_____
Magnetic tape:	_____	Actual cost	_____
Data cartridge:	_____	Actual cost	_____
Tape cartridge:	_____	Actual cost	_____
Rewritable CD (CD-RW):	_____	$1.00/ea.	_____
Non-rewritable CD (CD-R):	_____	$1.00/ea.	_____
Digital video disc (DVD):	_____	$3.00/ea.	_____
JAZ drive:	_____	Actual cost	_____
Other electronic media:	_____	Actual cost	_____
VHS video cassette:	_____	$2.50/ea.	_____
Audio cassette:	_____	$1.00/ea.	_____
Oversize paper copy:	_____	$.50/ea.	_____
(e.g.: 11x17, greenbar, bluebar)			
Specialty paper:	_____	Actual cost	_____
(e.g.: Mylar, blueprint, blueline, map, photographic)			
Labor charge:			
For programming:	_____	$28.50/hr.	_____
For other personnel:	_____	$15.00/hr.	_____
(Locating, compiling, and reproducing)			
Overhead charge:	_____	x .20	_____
(20% of Labor charge)			
Microfiche or microfilm charge:			
Paper copy:	_____	$.10/page	_____
Fiche or film copy:	_____	Actual cost	_____
Remote document retrieval charge:	_____	Actual cost	_____
Computer resource charge:			
Mainframe:	_____	$.10/CPU min.	_____
Midsize:	_____	$1.50/CPU min.	_____
Client/Server system:	_____	$2.20/clock hr.	_____
PC or LAN	_____	$1.00/clock hr.	_____
Miscellaneous supplies:	_____	Actual cost	_____
Postage and shipping charge:	_____	Actual cost	_____
Photographs:	_____	Actual cost	_____
Maps:	_____	Actual cost	_____
Other costs:	_____	Actual cost	_____
Outsourced/Contracted Services:	_____	Actual cost	_____
		Total Charges:	_____

**Note: No Sales Tax shall be applied to copies of public information.

Revised 12/26/07