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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Request cost worksheet  Document Services Unit  Doc Type: Invoice-Outgoing |

## **Explanation of charges on page 2**

**Instructions:** Customers should complete the **Customer information** section and sign at the bottom to request copies. A Document Services Unit staff member will complete the **Services provided** section after copying services have been completed and forward this form to the agency’s Accounting Unit staff for processing. The Accounting Unit will email an invoice to the customer.

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| **Customer information** | | | | | | | | | | Request number: | | |  | | |
| Contact name: | | |  | | | | | | | Project number (if applicable): | | |  | | |
| Name of firm or organization: | | | | |  | | | | | | | | | |
| Mailing address: | | | |  | | | | | | | | | | |
| City: |  | | | | | | | State: |  | | | Zip code: | |  |
| Phone: | |  | | | | Fax: |  | | Email: | |  | | | |

## **Services provided** (of public data)

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| Description | Quantity | Unit cost | Total |
| For copy requests totaling 100 pages or fewer:   * Labor fees are not charged for copy requests totaling 100 pages or fewer. * Single-sided black/white and color copies (ledger, legal or letter size) |  | $0.25 per page |  |
| For copy requests totaling more than 100 pages and/or requests that take more than 3 hours to complete:   * Labor fees are charged for copy requests totaling more than 100 pages and/or requests that take more than 3 hours to complete. These include the cost of searching for, retrieving, copying, scanning, certifying and electronically transmitting requested information. (Labor is charged in quarter hour increments.) |  | $25.70 per hour |  |
| * Single-sided black/white and color copies (ledger, legal or letter size) |  | $0.01 per page |  |
| Additional costs: |  |  |  |
| Compact Disc |  | $0.18 each |  |
| Digital Versatile Disc |  | $0.26 each |  |
| Flash Drive (4 gigabyte) |  | $6.38 each |  |
| Flash Drive (8 gigabyte) |  | $6.38 each |  |
| Map/Plan Sheet |  | $0.47 each |  |
| Certification cost per page |  | Actual Cost |  |
| Mailing cost |  | Actual Cost |  |
| Reproduction costs (price quotes available upon request): |  |  |  |
| Audio Tape |  | Actual Cost |  |
| Photographs |  | Actual Cost |  |
| Slides |  | Actual Cost |  |
| Video Tape |  | Actual Cost |  |
| Other - specify: |  | Actual Cost |  |
| Please note: Invoices will not be issued for requests totaling fewer than $10.00. | | Total: |  |

***By typing/signing my name below,*** *I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.*

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| --- | --- | --- | --- | --- | --- |
| Signature: |  | | Title: |  | |
|  | *(This document has been electronically signed.)* | | Date (mm/dd/yyyy): | |  |
| Date service provided (mm/dd/yyyy): | |  |  | | |

## **Explanation of charges** (This is not an invoice.)

Pursuant to Minn. Stat. § 13.03, subd. 3 and Minn. R. 1205.0300, subp. 4:

* The Minnesota Pollution Control Agency charges for copies (for requests totaling 100 pages or fewer, for requests totaling more than 100 pages and/or for requests that take more than 3 hours to complete) and for the labor time to search for, retrieve, copy, scan, certify and make electronic copies of files (for requests totaling more than 100 pages and/or for requests that take more than 3 hours to complete).
* There is no charge for the inspection of public data.
* There is no charge for separating public from not public data.
* If preferred, a portable copier, scanning device or other means of duplication may be brought to the agency and used to make copies. A copying service of the requester’s choice can also be used.

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| **File Name** | **File Number** | **Number of Pages Copied** |
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**Notes:**

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