



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:

Office Services

POLICY NUMBER: OFF 0020**DATE APPROVED:** July 22, 2009**DATE REVISED:** October 12, 2011

Purpose of Policy: To regulate the use and access to Town Office equipment by the general public.

Rates for the provision of the following office services are established as follows:

- Faxes: \$1.00 for one page, plus \$.25 per page for any additional pages
- Photocopies:
 - \$.25 per 8 ½ x 11" page or \$.15 per page if paper is supplied by the person requesting the service
 - \$.35 per 8 ½ x 14" page or \$.20 per page if paper is supplied by the person requesting the service
 - \$.50 per 11 x 17" page, or \$.25 per page if paper is supplied by the person requesting the service
 - \$1.00 per 8 ½ x 11" page for coloured copying
 - \$1.50 per 8 ½ x 14" page for coloured copying
 - \$2.00 per 11 x 17" page for coloured copying