


**TOWN OF CARLYLE  
POLICY MANUAL**

Policy Description: Office Services	<b>TOWN OF CARLYLE</b>	
Policy Number: OFF 0020	Original Date: July 22, 2009 Revised: Oct. 12, 2011 Reviewed: May 6, 2020 Revised: Dec. 16, 2020 Res. #2020-334	

**Purpose of Policy:** To regulate the use and access to Town Office equipment and services 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:**
  - \$0.25 per 8 ½ x 11" page or \$0.15 per page if paper is supplied by the person requesting the service
  - \$0.35 per 8 ½ x 14" page or \$0.20 per page if paper is supplied by the person requesting the service
  - \$0.50 per 11 x 17" page, or \$0.25 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
  
- **Notary Public:**
  - No charge for residents of Carlyle
  - \$10.00 service charge for non-residents