

OFFICE OF THE TOWN CLERK FEE SCHEDULE

BLACK/WHITE COPIES GENERAL–AGENDAS, MINUTES, etc.	\$0.25 Per Page
COLOR COPIES GENERAL	\$0.50 Per Page
RESEARCH, RETRIEVAL AND DATA MANIPULATION	\$30.00 per hour with 1 hour min. (no charge for first hour)
DUPLICATION AUDIO: CD/ DVD/ FLASH DRIVE	\$10.00
MAPS/LARGE DRAWING	See CAD/GIS Fee Schedule

A fifty percent (50%) deposit is required prior to embarking on any work on all requests requiring more than an hour of research and or preparation of documents. In addition, this deposit shall include estimated legal fees, fees of outside consultants retained on behalf of the jurisdiction, overhead and equipment. This shall also include a charge for supervision and staff time at the set fee of \$30 per hour. No copies requested are released until full payment has been received.