



SCHEDULE OF FEES

Photocopying		
Black & White		
Letter	\$0.25 per copy	
Legal	\$0.50 per copy	
11x17	\$0.75 per copy	
Colour		
Letter	\$0.50 per copy	More than 5 copies \$0.40
Legal	\$0.75 per copy	\$0.50
11x17	\$1.00 per copy	\$0.75
Scanning		
Document scanning	\$3.00/image	
Photograph 4x5 reproduction	\$10.00 handling fee (\$5.00/ duplicate)	
Photograph 5x7 “ “	\$14.00 handling fee (\$7.00/duplicate)	
Photograph 8x10 “ “	\$18.00 handling fee (\$9.00/duplicate)	
Photograph 11x14 “ “	\$30.00 handling fee(\$15.00/duplicate)	
Digital image copies	\$10.00 handling fee (\$5.00/duplicate)	
Research		
	\$20.00 per hour	
Postage/Shipping		
	Based on actual postal rates	

*Applicable taxes will be added to the above rates