

**TRI-PAR ESTATES PARK AND RECREATION DISTRICT  
POLICY AND PROCEDURE MANUAL**

**ITEM 5.09 COPY AND FAX RATES**

1. Office staff will make photo copies, and send and receive faxes for residents upon request. The following rates will apply to personal copies, and for organizations or activities that are not under auspices of the trustees:

<b>COPIES:</b>	<u>Copy Size</u>	<u>Black and White</u>	<u>Color</u>
	8-1/2 x 11	.15 per page	.30 per page
	8-1/2 x 14	.20 per page	.40 per page
	11 x 17	.25 per page	.50 per page
	Medical documents	.05 per page	

**FAXES:** Fax in United States and Canada:

\$1.00 for up to 5 pages – sending and receiving  
.20 for each additional page

International service is not available.

2. Tri-Par clubs will be provided a reasonable number of copies and faxes for their operation.
3. Past and current trustees, and current staff, will be provided copies and faxes without charge. These are for personal use only and not for other persons or organizations with which they may be associated.

Adopted by Trustees – 10/20/2015