

TOWN OF MARSHALL

POLICY

Title: Office Service Costs

EFFECTIVE DATE: September 8, 2015

AMENDED: January 9, 2018

POLICY STATEMENT:

That the following rates will be charged for:

Photocopier - .50 per copy – Black/White only

Fax Machine - \$1.00 per page for incoming and outgoing faxes

Scanning/Emailing Documents - \$1.00 per page with payment paid prior to services.
- This service could take up to 5 working days.

PURPOSE:

To recoup the cost of the equipment use. It is not our mandate to provide office services to the community.

DEFINITIONS:

Non-Profit Organizations - Library & Post Office are exempt.