



Haines Borough Charges for Office Services

Photocopying or Printouts:

Note: Each side of a page counts as one. For example, a double-sided copy counts as two. The rates are based on a per visit basis. A document search fee may apply (see "Other Services" below).

- Public Information & Borough Business**

	Std 8½x11	Legal 8½x14	11x17	13x19
Up to 10	No charge	No charge	No charge	\$3.00 each
11 to 20	No charge	20¢ per copy	30¢ per copy	\$3.00 each
More than 20	20¢ per copy	25¢ per copy	50¢ per copy	\$3.00 each
Color Printouts	\$1.00 each	\$1.00 each	\$2.00 each	\$3.00 each
Certification of Copies	\$1.00 additional fee per seal			

- Personal & Private Business**

	Standard 8½x11	Legal 8½x14	11x17
Any quantity b/w only	25¢ per copy	30¢ per copy	50¢ per copy

- Maps & Plots**

Large format scan-to-plotter use	\$3.50 per square foot
Plotting an existing image	\$3.00 per square foot
Scan to CD	\$7.00 per CD
Photo Plotting (by special order only)	\$4.50 per square foot

Other Services:

	Borough Business	Personal & Private Business
Faxing	No charge	Outgoing - \$3.25 1 st page; \$1.50 each additional Incoming - \$1.50 page
Notary	No charge	\$5.00 per notary stamp
CD – existing electronic files (data or audio)	\$1.00 each	\$5.00 each
Scan to CD	\$3.00 each	\$7.00 each
Mailing envelopes or packaging	Actual cost of supplies	
Postage	Actual costs	
Document Search	<p>A search fee will be charged when the record will be used solely for a commercial purpose, if the document request would clearly cause a disruption of the staff's essential functions, or if the request is determined to require more than 5 hours total research time.</p> <p>15 min. or less - \$2.75 16 to 30 min. - \$4.00 31 min. to 1 hr. - \$8.00</p>	