PRODUCTION OF PUBLIC RECORDS BILLING STATEMENT

To be completed by JSU’s Public Records Designee and delivered to the Bursar’s Office attached to a sealed envelope or package containing the public records produced. Upon receipt of payment, the Office of Student Accounts will mail the document as standard mail through the JSU mail center unless the recipient arranges to pick up in person (which will not lower production costs).

INVOICED TO: ________________________________

To recover the costs associated with producing public records, Jacksonville State University charges a flat rate of $1.50 per page (which includes labor, printing and standard postage).

Document(s) Produced: ________________________________

# of Pages: ________ X $1.50 = __________

Additional Costs: ______________

Total Cost: ______________

Date: ________________ By: ____________________________

(signature)

NOTES:

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