

**REQUESTOR'S NAME AND ADDRESS:**

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<b>BILL CALCULATION</b>	<b>AMOUNT</b>
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<p><b>LABOR:</b> Searching for and locating the material:</p> <p>No. of hours: _____ X Wage Rate (including fringes) _____</p> <p>Reviewing the material, including separating exempt from non-exempt:</p> <p>No. of hours: _____ X Wage Rate (including fringes) _____</p> <p>Multiplier used to calculate fringe benefits (up to 50%) _____</p>	<p>\$</p>
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<p><b>POSTAGE:</b> (Actual Cost)</p>	<p>\$</p>
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<p><b>DUPLICATING:</b></p> <p>No. of hours: _____ X Wage Rate (including fringes) _____</p> <p>Paper: No. of Pages _____ x Copying Rate \$.10 per page</p>	<p>\$</p>
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<p><b>OTHER COSTS:</b> (e.g. Overtime, cost of duplicating to media other than paper)</p>	<p>\$</p>
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<p>Make check (business/personal) or money order payable to:</p> <p style="text-align: center;"><b>Alvah N. Belding Library</b></p> <p>Mail Check/Money Order to:</p> <p style="text-align: center;"><b>302 E. Main St. Belding, MI 48809</b></p> <p style="text-align: center;"><b>Return a copy of this Invoice with your payment</b></p>	<p>Total</p> <p>\$</p>
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<p>*Please note that is a deposit is requested (total greater than \$50), the indicated amount is an estimate of the cost of complying with your request. The acutal cost may vary from this amount.</p>	<p>Deposit</p>
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<b>For Internal Use Only</b>	Balance
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<p>REQUESTED INFORMATION TO BE:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td>Provided without charge</td> </tr> <tr> <td style="width: 15%;"></td> <td>Mailed upon receipt of payment</td> </tr> <tr> <td style="width: 15%;"></td> <td>Paid and picked up in person</td> </tr> </table>		Provided without charge		Mailed upon receipt of payment		Paid and picked up in person	<p>Check/M.O.#</p> <p>From:</p>	
	Provided without charge							
	Mailed upon receipt of payment							
	Paid and picked up in person							

Date Payment Received:	Date Documents Mailed:	Date Documents Picked Up: