

# RECEIPT FOR REQUEST OF PUBLIC RECORDS

**Board of County Commissioners  
Office of Purchasing  
Matt Langley Bell III Building  
213 Palafox Place, Room 230  
Pensacola, Florida 32502**

Attn: Purchasing Manager

Cost Schedule
Photo Copies = 15 ¢ Per Page
Duplex Copies = 20 ¢ Per Page
Tape = \$8.00 for First Tape
\$2.00 for Each Additional Tape
For copy requests totaling five (5) pages or less, the copy fee will be waived.

Requestor: (If provided) \_\_\_\_\_ (Date) \_\_\_\_\_

Address: \_\_\_\_\_ (Street/P.O. Box) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone Number: \_\_\_\_\_ ( ) - \_\_\_\_\_ Fax Number ( ) - \_\_\_\_\_

Requested Fill Date: \_\_\_\_\_

**Special Handling Instructions:**

Description of Documents	Total Number of Copies Requested		Cost Breakdown		
	Tapes	Copies	# Pages / Tapes	Unit Price	Ext.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
			<b>Total</b>		

**\*Note:** The fee for copies of county maps or aerial photographs will be the actual cost of material, supplies, and reasonable charges for labor and overhead associated with such duplication as set forth in the fee schedules adopted by the Board of County Commissioners.

Anticipated Fill Date: \_\_\_\_\_

Checks Made Payable to: Clerk of the Circuit Court  
 Remitting Address: 223 South Palafox Place, Room 103, Pensacola, Florida, 32502  
 Fax Requests To:  
 Escambia County Office of Purchasing  
 Phone: (850) 595-4980  
 Fax: (850) 595-4805  
 email address: <http://www.co.escambia.fl.us/purchasing>  
 Fill Date: \_\_\_\_\_ Filled By: \_\_\_\_\_