



OFFICE OF THE COUNTY MANAGER
 2100 Clarendon Boulevard, suite 302
 Arlington, VA 22201

INVOICE
Deposit for FOIA Request
Reference No.: CMO-
Invoice Date:

Office: (703) 228-3120 Fax: (703) 228-3218
 TTY: (703) 228-4611

FOIA Requester Contact Information

Payment Instructions

Make Checks Payable to: Treasurer, Arlington County
Mail Checks to: Ina Chandler, FOIA Officer
 2100 Clarendon Blvd., Suite #302
 Arlington, VA 22201

Estimated Labor Costs				
	Position	Hourly Rate	Hours	Total Expense
1				
2				
3				
4				
5				
			Total Hours	
				Labor Subtotal

Estimated Copying Costs						
Paper Size	Color or Black/White	Cost per One Sided Print	Cost per Two-Sided Print	Number of Pages		Total Amount
				1-Sided	2-Sided	
8.5 x 11	Black/ White	\$0.06	\$0.07			
8.5 x 11	Color	\$0.22	\$0.41			
8.5 x 14	Black/ White	\$0.07	\$0.08			
8.5 x 14	Color	\$0.23	\$0.42			
11 x 17	Black/ White	\$0.11	\$0.11			
11 x 17	Color	\$0.27	\$0.45			
12 x 18	Black/ White	\$0.12	\$0.13			
12 x 18	Color	\$0.28	\$0.47			
Comments:				Total Copy Fees		

Estimated Supply Costs			
Item	Cost	Amount/ Number	Total Amount
Flash drive 4GB	\$5.00		
Flash drive 8GB	\$8.00		
CD	\$0.30		
Specialty Print	\$1.50		
			Total Supply Fees
			Total Cost Estimate
			Deposit Payment Due