



OFFICE OF THE COUNTY
MANAGER

2100 Clarendon Boulevard, suite 302
Arlington, VA 22201

INVOICE

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

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

| 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 - 24x36 | \$1.50 | | |
| | | | Total Supply Fees |
| | | | Grand Total Due |

Overdue Payment: Payment of this invoice is due within thirty (30) calendar days of the invoice date. In accordance with the Virginia Freedom of Information Act, the County requires payment of any overdue balances before we will be able to process any future requests.