

EXHIBIT "A"

PRESCRIBED COSTS TO OWNER

Copy Charges:

Electronic image transmitted by email - no copy charge Electronic image downloaded to USB drive - actual cost of drive

Standard paper copy or scan (letter or legal size) - \$0.10 per page (double sided is 2 pages) Oversize paper copy or scan (such as 11x17) - \$0.50 per page

Diskette or CD - \$1.00 DVD - \$3.00

Labor Charge:

No labor charge if the request is for 50 or fewer pages of information, unless the records must be retrieved from a storage facility that is remote from the processor's office.

\$15.00 per hour, in 1/4 hour increments, for actual time to locate, compile, manipulate data, reproduce information, and (if necessary) redact confidential information, for requests of more than 50 pages and for records in remote storage.

No labor charge for time spent to review the requested information to determine if the information qualifies for an exemption from Open Records.

Overhead Charge:

No overhead charge if the request is for 50 or fewer pages of information. Otherwise, the overhead charge is 20 percent of the labor charge.

Remote Document Retrieval Charge:

If the requested information is stored with a commercial records storage company that charges a fee to deliver and return stored records, the Association may seek reimbursement of the third-party fee from the owner if the request otherwise qualifies for a labor charge.

Other Charges:

Actual postage and shipping charges if necessary to transmit the reproduced information to the owner. Actual cost of miscellaneous supplies, such as boxes, if used to produce the requested information.

If the Association accepts payment by credit card, the Association may recoup the amount of any actual transaction fee charged by the credit card company for the privilege.

No sales tax.

→ Seguin Title Co.

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OFFICIAL PUBLIC RECORDS
08/01/2016 3:42:32 PM
PAGES: 24
TERESA KIEL, COUNTY CLERK
GUADALUPE COUNTY, TEXAS



Teresa Kiel