

PRODUCTION OF PUBLIC RECORDS BILLING STATEMENT

To be completed by JSU's Public Records Designee and delivered to the Bursar's Office attached to a sealed envelope or package containing the public records produced. Upon receipt of payment, the Bursar's Office will mail the documents First Class United States Mail through the JSU mail center unless the recipient arranges to pick up in person.

INVOICED TO: _____

Document(s) Produced: _____

Number of Pages: _____ X \$1.50 _____	\$ _____
Additional Costs ¹ _____	\$ _____
Postage at USPS First Class Rate: _____	\$ _____
Other Incurred Costs: _____	\$ _____
TOTAL DUE: _____	\$ _____

Date: _____ By: _____

NOTES:

¹ Labor costs for searching, recovering, assembling, reviewing, and redacting protected information on records produced