

APPENDIX C

SCHEDULE OF CHARGES

Photocopying Charges

The photocopying charges vary according to the size of the page photocopied as follows:-

Size of Page	Charge Per Page
A0	£3.85
A1	£1.92
A2	£1.26
A3	20p
A4	10 free pages then 10p for all pages once 11 pages reached

NB. Flintshire Record Office has a separate charging schedule for its services, including photocopying. This is because unique and often fragile archive material requires careful and skilled handling.

The Record Office does not have the facilities to produce photocopies larger than A3.

It is often not possible to photocopy archive material at all and other reprographic methods must be used. For a complete list of Record Office charges, click on the link below:

Postage

The actual cost of postage is chargeable.

Disbursements

Actual disbursements incurred are recharged.

Note: All charges are payable in advance. Not later than 20 working days after the date of receipt of the request for environmental information the applicant will be notified of this requirement and of the amount of the advance payment.