

Washington Metropolitan Area Transit Commission

Request for Photocopies

WMATC PHOTOCOPYING POLICY

1. WMATC will copy documents on a time-available basis.
2. Do-it-yourself copying is not permitted.
3. Payment in advance is required.
4. If staff is unable to photocopy items at the time you submit your request and you have not included mailing charges, you will be notified via telephone or e-mail when your item is complete and ready for pick-up.

CHARGES:

Photocopies	\$ 0.50 each side
WMATC certification of a copy	\$ 10.00 each plus photocopy charges
Mailing	estimated postage expense

Name		Company (if applicable)		
Mailing Address		City	State	Zip
Telephone Number	Other Telephone	E-mail		

Photocopy Request

Describe material to be copied and/or other specifications

Check box for certification(s)
@ \$10.00 each

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Name* (type or print)

Signature*

Title (if applicable)

Date*

WMATC USE ONLY

Number of Copies: _____ @ \$0.50 for each side	=	\$ _____
Number of Certification(s): _____ @ \$10.00 each	=	\$ _____
Estimated postage	=	\$ _____
Total to be paid in advance		\$ _____

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