



## STAFF REPORT

**TO:** Honorable Mayor and Town Council

**FROM:** Brenda Brasher, Town Clerk

**DATE:** October 19, 2016

**RE:** Fax Fees

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On April 8, 2013 Staff requested an increase in fax fees to due phone line costs, staff costs and copy/fax machine costs. The proposed fax fees were increased by a motion of the Town Council, as follows:

Fax/Phone Line	\$5.00 per phone number
Fax Charge	\$1.00 per page

Library Director has requested a decrease of the fax/phone line fee from \$5.00 per call to \$2.00 per call.

Town Hall Staff respectfully requests, that the Town Council allow Town Hall to be exempt from providing fax services to the general public if the fax/phone line fee is reduced as Town Hall has higher overhead costs to provide fax services.



## STAFF REPORT

**TO:** Honorable Mayor and Town Council  
**FROM:** Tara Hall  
**DATE:** 09/12/2016  
**RE:** FAX service

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After investigating stores and companies that have a FAX service, I would like to submit a price decrease.

I found the average price to be \$1.50 to \$2.00 for the initial page and .50 cents to \$1 per page.

The library now charges \$5 for the phone number and \$1 per page.

I would like to decrease the price to \$2 for the phone number and \$1 per page.