

Policy for Providing Services Outside of the Anderson Island Historical Society

It is not the intent of the Anderson Island Historical Society (hereafter Society) to provide services beyond those that support the activities of the Society, however in the event that other Island organizations or individuals request assistance on an emergency basis, the Society is pleased to assist in a limited fashion. These services may include but are not limited to the following, which may be provided on an emergency basis and at board discretion:

Reproduction Services-Black or colored copies on white paper. Paper sizes A (8.5"x11") or legal size paper (8.5"x14")

- Originals must be provided copy ready. No editing provided. No guarantee of reproduced quality.
- Requestor shall be present during the reproduction if requested by the Society.
- All reproduction must be scheduled in advance.
- Charges shall be as shown in Appendix A.

Sign Engraving Services – Maximum width 12". Nominal maximum height 8" double run maximum height 16".

- Signs shall be engraved on material provided by the Society.
- Copy to be engraved shall be provided by the requestor in Microsoft Word, Times Roman text only, with a maximum of 80 characters per line. The Society can incorporate simple symbols or logos if provided in electronic form and in vector format only. All engraving must be scheduled in advance.
- Charges shall be as shown in Appendix A.

Cold Room Use – Only edible food intended for human consumption shall be stored in the room. The temperature of the room shall be nominally 38-40 degrees F. All products stored in the room shall be identified with owner name and date stored. All contents shall be removed from the room on the date agreed to by the Society.

- Charges shall be as shown in Appendix A.

Other Equipment – The option for providing services or use of other equipment or facilities of the Society shall be defined in separate policies of the Society.

Charges for Services;

Charges for use of Society equipment and facilities, as defined above, by other island organizations or individuals shall be as follows:

Reproduction Services: (Other Island Organizations only.)

Black on White Paper Copies

Size A single sided copies: \$10 plus cost of paper (\$.01/copy) and copier use (\$.01/copy), plus sales tax. Example: Cost for 100 copies would be \$10, plus \$1 for paper and \$1 for copier use = \$12 for 100 copies = 12cents/copy.

Size A double sided copies: \$10 plus cost of paper (\$.01/copy) and copier use (\$.02/copy), plus sales tax.

Size B single sided copies: \$10 plus cost of paper (\$.02/copy) and copier use (\$.02/copy), plus sales tax.

Size B double sided copies: \$10 plus cost of paper (\$.02/copy) and copier use (\$.04/copy), plus sales tax.

Color on White Paper Copies

Size A single sided copies: \$10 plus cost of paper (\$.01/copy) and copier use (\$.10/copy), plus sales tax.

Size A double sided copies: \$10 plus cost of paper (\$.01/copy) and copier use (\$.20/copy), plus sales tax.

Size B single sided copies: \$10 plus cost of paper (\$.02/copy) and copier use (\$.15/copy), plus sales tax.

Size B double sided copies: \$10 plus cost of paper (\$.02/copy) and copier use (\$.30/copy), plus sales tax.

Sign Engraving Services: 200% of material cost plus labor costs, plus sales tax.

Labor costs: Determined by size and complexity of order and setup time.

Cold Room Use: \$50/day plus a \$25 cleaning deposit, with a maximum use of 3 days.