

**OREGON DEPARTMENT OF ENERGY**

**PUBLIC RECORDS Order/Invoice Form**

**NAME, ADDRESS, AND PHONE OF REQUESTER:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Service or records requested (specify detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____ Copies @ _____ per page .....	\$ _____
_____ Microfilm prints .....	\$ _____
_____ Hours of professional staff time .....	\$ _____
_____ Hours of clerical staff time .....	\$ _____
_____ Supplies .....	\$ _____
_____ Mailing lists at \$5.00 per 100 names .....	\$ _____
_____ Other (specify) ... ..	\$ _____

**TOTAL PAYMENT DUE:** \$ \_\_\_\_\_

Your request will not be processed until payment is received, according to OAR 440-05-025(4). This is not a receipt. Your cancelled check is your receipt. If you pay in person with cash you should request a receipt for you records.

<p><u>ODOE use only:</u></p> <p>Date Order Received: _____</p> <p>Check # _____</p> <p>Amount \$ _____</p> <p>ODOE Ship Date: _____</p> <p>By: _____</p>
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<p>Please return with you check made payable to:  <b>OREGON DEPARTMENT OF ENERGY, 625 Marion St. NE, Salem, OR 97301-3737</b>          Questions? (503) 378-4040</p>
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