

Policy and Procedures

For Use of Copy Machine

The copier is for Louisiana Association of the Deaf (LAD)'s own use for the office.

- First ten (10) black and white papers at \$0.75 per copy/print
- Eleven (11) or more black and white papers at \$1.00 per copy/print
- Each color copy/print at \$1.25

Any members of LAD outside the LAD Board who requests to have copies/prints from the office of LAD must contact the President first to make an arrangement to come on a specific date and time.

Date and time available to come to the office will be during the week days from 4 PM to 6 PM.

Member must pay in advance and signature will be required on the form.