



STATE OF TENNESSEE

HEALTH SERVICES AND DEVELOPMENT AGENCY

500 Deaderick Street
Suite 850
Nashville, TN 37243

Phone Number - 615/741-2364
Fax Number - 615/741-9884

DATE: _____

TO: Tennessee Health Services and Development Agency

FROM: _____ (NAME)

_____ (ADDRESS)

_____ (STATE CITY/ZIP)

_____ (PHONE NO.)

SUBJECT: REQUEST FOR PHOTOCOPIES AND/OR TAPE COPIES

Photocopies will be furnished at a cost of \$.25 per page for requests up to 200 pages. Single requests in excess of 200 pages will be charged \$1.00 per page (i.e., 199 pages x .25= \$49.75 / 200 pages x \$1.00 = \$200.00).

Tape copies will be furnished at a cost of \$15.00 per tape.

This is to request copy/copies of the following material:

<u>Project Name</u>	<u>Project Number</u>	<u>Comments</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special instructions: _____

Signature Title Date