

# City of Lincoln

## MASTER FEE SCHEDULE - ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Providing Materials on Digital Media			
a) Cost of Digital Media	actual cost		
b) Mailing Costs (Postage & Materials), if applicable	actual cost		
2 Document Reproduction			
a) 8.5" x 11" - 8.5" x 17"	\$0.20	per side	
b) Oversize	actual cost		
3 Returned Check Fee			
a) First	\$25	each	
b) Each Additional	\$35	each	
4 EFT/ACH Return/Error	\$25	each	
5 Finance Charge on Delinquent Accounts	1%	per month	
6 Requests Requiring Formatting, Development, etc.	See hourly billing rate schedule		[a]

[a] Plus outside agency/vendor review costs when applicable.