

VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Printing Costs	NUMBER: IIM-LD-8.17
SPECIFIC SUBJECT: Price Schedule for Prints of Documents, Plan Sheets, CD's, Continuous Rolls, Aerial Photographs, Mosaics, and Topographic Mapping	DATE: July 15, 2014
	SUPERSEDES: IIM-LD-8.16
APPROVAL:	B. A. Thrasher, P.E. State Location and Design Engineer Approved July 15, 2014

Changes are shaded.

CURRENT REVISION

- This memorandum has been revised to reflect the CD-ROM/DVD costs in the VDOT Policy Division's FOIA Tracker Frequently Asked Questions and to add instructions regarding FOIA requests.
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POLICY

- Photographic duplication services provided for State Agencies, Cities, Towns, Counties, Planning District Commissions, Commercial Firms, and Private Individuals are subject to the applicable charges at time of receipt.
- In-State sales are to include 5.3% Sales Tax (6% in NOVA / Hampton Roads). Government entities are excluded from Virginia State Sales Tax.
- Prints of project plan sheets on active projects will be provided at no charge to governmental entities, utility companies, and property owners or their representative.
- Any plans provided prior to approval for right of way are to include the following note:

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.

- Any plans provided after approval for right of way, but prior to approval for construction, are to include the following note:

THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION.

- Requests for prints on projects approved for right of way are to be collaborated with the Right of Way Division.
- Prints of plan sheets on inactive projects may be provided to governmental entities at no charge at the discretion of the applicable District Engineer/Administrator.
- Printing services available to commercial firms and individuals are limited to source material owned by VDOT.
- Printing services are available to governmental entities regardless of ownership of source material.
- A \$3.00 minimum order (\$3.16/\$3.18 for In-State sales) applies to sales of 8½" X 11" non-color prints.
- A \$6.00 minimum order (\$6.32/\$6.36 for In-State sales) applies to sales of color and large size prints.
- Checks or money orders are to be made payable to:

Commonwealth of Virginia, Department of Transportation

AVAILABLE SERVICES AND PRICES

Item:	Non-taxed:	with 5.3% tax:	with 6% tax:
<u>1.) Topographic Mapping (30" X 60")</u>	2.50*	2.63*	2.65*
<u>2.) Prints of Aerial Photography</u>			
a.) 9" x 9" Contact (1 copy)	3.00*	3.16*	3.18*
9" x 9" Contact (2 or more copies)	2.50*	2.63*	2.65*
b.) 10" x 10" Film Negative	4.75	5.00*	5.04*
c.) 10" x 10" Duplicate Film Negative	4.75	5.00*	5.04*
d.) 2 times Aerial Enlargement 18" x 18"	11.50	12.11	12.19
e.) 3 times Aerial Enlargement 27" x 27"	18.50	19.48	19.61
f.) 4 times Aerial Enlargement 36" x 36"	25.50	26.85	27.03
<u>3.) Mosaics and Photographic Enlargements</u> (Larger than 36" x 36", price per L.F. of original)	9.85	10.37	10.44
<u>4.) Photograph Index Sheets</u>			
a.) 10"x 12" (1 copy)	3.00*	3.16*	3.18*
b.) 10"x 12" (2 or more copies)	2.50*	2.63*	2.65*
<u>5.) Prints of Plan Sheets</u>			
a.) Xerox 510 (24" X 36" BW prints of plan sheets)	2.00*	2.11*	2.12*
b.) Xerox copy (half size plan sheets)	.75*	.79*	.80*
c.) Micro-Reader or Xerox 510 (half-size 12"x 18" or full-size 18" X 24")	.75*	.79*	.80*
<u>6.) 8½"x 11" Copies (per side)</u>	.15*	.16*	.16*
<u>7.) 8½"x 11" Color Copies (per side)</u>	1.00*	1.05*	1.06*
<u>8.) 11"x 17" Copies (per side)</u>	.75*	.79*	.80*
<u>9.) 11"x 17" Color Copies (per side)</u>	1.50*	1.58*	1.59*
<u>10.) Compact Disk (CD-ROM/DVD)</u>	2.00*	2.11*	2.12*

* Please note the \$3.00 / \$6.00 minimum charge (\$3.16/\$3.18) / (\$6.32/\$6.36) with tax).

A listing of cities/counties subject to 6% sales tax is available at:
<http://www.tax.virginia.gov/site.cfm?alias=SalesUseTax#Retail>

For information regarding photographic reproduction work, contact Raleigh Cook in VDOT's Aerial Survey Section, Central Office Annex Building, Room 905, at 786-2575.

For information regarding prints of plans or documents, contact David Layne in the Location and Design Division Plan Library, Central Office Annex Building, Room 705, at 786-2521.

For labor rates, minimum charges and other information relative to Freedom of Information Act (FOIA) requests, see VDOT Department Policy Memorandum (DPM) Number 1-5 at: <https://insidevdot.gov/virginia.gov/Docs/Documents/DepartmentPolicyMemorandaManual.pdf> and the associated “Frequently Asked Questions” at: <https://insidevdot.gov/div/pol/FOIA/FOIA%20Tracker%20Training%20Materials/Forms/AllItems.aspx>.

Note: These links are only accessible to VDOT staff.