



Norfolk County Archives

## SCHEDULE OF FEES

Service	Fee (+ HST)
<i>Photocopying/Scanning/Printing</i>	
Paper copies (b&w)	\$0.69 / page
Paper copies (colour)	\$0.69 / page
Document scanning	\$1.20 / page
USB drives	\$12.80 each
Long distance research services	\$51.50 per hour
<i>Note: There is no charge for in-person reference services</i>	
<i>Digital Records</i>	
Digital image files	\$6.40 per image
Digital image files for commercial purposes	\$25.75 per image
Image scanning	\$6.40 per scan
Audio recording	\$20.00 per file
Video recording	\$25.00 per file
Audio/visual digitization (subject to contractor rates)	Actual cost
<i>Postage/Shipping</i>	Actual cost

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**Fees may be required in advance payable to Norfolk County.**

**Fee estimates will be provided for *Research Services* requests and any other service over \$25.00.**

**All fees approved by Norfolk County By-Law #2025-097.**

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