



CRAWFORD COUNTY RECORDER'S OFFICE

Julie A. Wells, Recorder

Fax Procedures

1. No certified documents will be produced or accepted by FAX transmission.
2. No documents shall be recorded utilizing FAX.
3. Anyone transmitting a FAX order for processing must have a current escrow account or remit cash, check or money order prior to the transmission at the Recorder's Office.
4. All orders transmitted after 4:00 p.m., Monday through Friday, weekends and holiday's, will be processed on the next business day.
5. All requests shall be for Recorder's Office documents only.
6. Charges are as follows:
 - a. Outgoing Fax from Recorder's Office-\$2.00 per page (local) and \$2.00 per page with a \$4.00 fax fee (long distance)

For Example:

- A) You have faxed the appropriate request form to Recorder's Office requesting a copy of a document containing ten (10) pages; when completed, the copy will be held at the counter for pickup:

10-pages copied @ \$2.00	<u>\$20.00</u>
Total Due	\$20.00

- B) Based upon the same copy request, but asking that the documents be faxed from the Recorder's Office to you:

10-pages copied @\$2.00	\$20.00
Fax Charge @ \$4.00	<u>\$ 4.00</u>
	\$24.00

Faxes will be sent out the same day, after all daily work has been completed.