

**CITY & COUNTY OF SAN FRANCISCO
ASSESSMENT APPEALS BOARD**

1 Dr. Carlton B. Goodlett Place, Room 405, San Francisco, CA 94102-4697 415.554.6778 (Fax) 415.554.6775

REQUEST FOR COPY OF HEARING TAPE(S)

1. Complete the Cassette Duplication Request form below.
2. Make check payable to: CITY & COUNTY OF SAN FRANCISCO
3. Forward the Cassette Duplication Request form and check to:

Assessment Appeals Board
1 Dr. Carlton B. Goodlett Place
City Hall, Room 405
San Francisco, CA 94102-4697
4. If your request is for a taped recording *after March 1, 1999*, an Assessment Appeals Board staff member will duplicate the tape and send it directly to you by first-class mail at a cost of \$6.00 per tape. Allow approximately two weeks for standard requests.
5. If your request is for a taped recording *prior to March 1, 1999*, the cost is \$25.00 per tape. The increase in cost is because your request has to be sent out to Hi-Speed Tape, due to the change in recording equipment that was used. Allow approximately three weeks for standard requests.
6. For optional rush handling, add \$10.00 and allow approximately one week for delivery.
7. Additional optional shipping charges are listed below with delivery times commencing upon completion of duplication:

<u>SHIPPING ALTERNATIVES</u>	<u>COST</u>
Bike Messenger (same day delivery within SF)	\$25.00
UPS Ground Service (next-day delivery within Bay Area)	\$18.00
Federal Express (next morning delivery)	\$28.00

8. Questions regarding this procedure may be directed to:

Assessment Appeals Board / Cecilia Rustom or Helen Lee 415.554.6778
9. There are NO REFUNDS

------(cut here)-----

**CASSETTE DUPLICATION REQUEST FORM
ASSESSMENT APPEALS BOARD**

Name of Requestor: _____

Company Name: _____

Mailing Address: _____

City / State / Zip: _____

Telephone Number: _____

Date(s) of Hearing: _____

Application Number(s): _____

Number of Copies requested: _____

PLEASE ENCLOSE:

Cassette after to March 1, 1999:	\$ 6.00 x _____ copies	= \$ _____
Cassette prior to March 1, 1999:	\$25.00 x _____ copies	= \$ _____
Optional Rush Handling:	\$10.00	+ _____
Optional Shipping:	\$25.00 (Bike Messenger)	+ _____
	\$18.00 (UPS)	+ _____
	\$28.00 (Federal Express)	+ _____
	TOTAL	= \$ _____