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:

   **SHIPPING ALTERNATIVES**  
   - Bike Messenger (same day delivery within SF)  
   - UPS Ground Service (next-day delivery within Bay Area)  
   - Federal Express (next morning delivery)  

   **COST**
   - $25.00
   - $18.00
   - $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 = $________