AEA Retired Copy Report

If you have permission of AEA Retired president, or by approval of board, to print, please fill out this copy form in order that we can audit our billing by AEA for copies we make ourselves on AEA machines. Please include mistakes made and discarded - we are billed for those.

If you do not have permission of AEA Retired president, or approval of board, we cannot afford to have you make copies. We are billed per copy. Please use a different code than that for AEA Retired if you are copying for another organization of AEA, such as an active local, or for other use.

Your Name, Contact info._____

Reason for copies	**Document Title/Page number** 1st line, document title (page 1), succeeding lines below will be page numbers. See examples below.	**Number of copies**	**2-sided Multiply x 2**	**Total Number of Copies Made**
AEA-Retired Board	Example: Legislative Agenda	15	Example: X	30
	Example: Page 2	15		15
AEA-Retired Board	Example: May Financial Report	15		15
	Page 2	15		15
	Page 3	15		15
	Page 4	15	X	30
	Total Copies made:			120