

**RANDOLPH COMMUNITY COLLEGE
LIVE PROJECT CHARGE FORM**

Department: _____

Job Number: _____

| QUANTITY | DESCRIPTION OF ITEM | UNIT COST | TOTAL COST |
|-----------------------|---------------------|-----------|------------|
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| | | | |
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| | | | |
| | | | |
| | | | |
| TO BUSINESS OFFICE: | | SUB TOTAL | |
| Collect Charges _____ | | + 10 % | |
| Invoice Charges _____ | | TOTAL | |

CHARGE TO: _____
Name of Agency

ADDRESS: _____ PHONE: _____
Street or PO Box

_____ City State Zip Code

Charge form approved by: _____ Instructor _____ Date