



Cheryl Jones

BROWN COUNTY DISTRICT CLERK
200 S. Broadway, Suite 216
Brownwood, Texas 76801-3192
Phone: (325)646-5514

MEMORANDUM

DATE: August 11, 2014
TO: County Commissioners
RE: Approval of Phone Line Installation and Additional Phone Charge for Fax Capability

I am requesting approval for an additional phone line of \$417.00/year or \$34.75 per month for the additional line for fax capability. There will also be an installation charge of \$230.00 (one time charge) with Verizon. The Xerox machine in our office has fax capability but a phone line is needed to implement the ability to fax. Our office currently has no fax machine.

Thank you.

Cheryl Jones

/cj

August 11, 2014
(Exhibit #5)