

Morgan County Clerk's Office  
77 Fairfax Street, Room 102  
Berkeley Springs, WV 25411  
304-258-8547  
Fax 304-258-8545

**Agreement for the use of the Online Records System**

Policy effective starting November 1, 2017

This Agreement, between the Clerk of the Morgan County Commission and \_\_\_\_\_, the applicant, is effective on the date signed below and is for the purpose of setting forth the terms of printing documents from the Clerk's online system. While viewing documents is available to everyone, the remote printing of documents will be restricted to applicants with signed agreements.

1. In consideration of such access, the applicant shall pay to the Clerk the sum of Fifteen Dollars (\$15.00) per month minimum, as a user's fee. However, after \$15.00 worth of pages are printed the fee will subsequently be the standard copy rate of \$1.50 for the first two pages and \$1.00 per page after that.
2. The applicant will agree to pay each monthly bill within 20 days of receipt.
3. Failure to pay the user's fee and/or copy charges shall result in the interruption of the Applicant's ability to print until all charges are paid.

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Password (if you have a preference): \_\_\_\_\_

Kimberly A. Nickles  
Clerk of Morgan County Commission

Office use only:

Date Agreement received: \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Confirmation will be emailed after the account is set up. Please call if you have any questions.