

## REPRODUCTION OF MAPS, PHOTOS AND BLUEPRINTS

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### SUMMARY

The Reproduction Unit of Public Works and Waste Management (PWWM) provides blueprint copying, aerial photography prints, section maps, Miami-Dade County maps, and reproduction of special items from "master" copies provided by departments. Departments should always retain a "back up" master copy or original. This procedure explains how to request reproduction work.

### PROCEDURE

1. Complete a Public Works and Waste Management Reproduction Request (Form 111.01-10). Indicate on request form desired completion date for the reproduction services.
2. Send all copies of the request form to Reproduction Unit. Special items (master copies) for reproduction should be attached to the request form.
3. The Reproduction Unit will deliver the work for the Public Works and Waste Management Department if requested. All other departments must deliver request for reproduction and pick up their finished work.
4. Department will be charged for the work done. Current price lists are available from the contact listed below.

### CONTACT(S):

#### Department/Division

Public Works and Waste Management Department/Reproduction Unit