

Dragonfly Recording Network Charging Policy

The **Dragonfly Recording Network** is the recording branch of the British Dragonfly Society, a non-profit making charity. For not-for-profit decision-making, education, research and other public-benefit purposes **Dragonfly Recording Network** does not charge users for access to data. However, we do reserve the right to charge a handling fee for the supply of data and information where doing so requires a significant investment of time. Charges are made to ecological consultants and other commercial bodies for the time taken to collate, process and analyse data rather than for the information itself.

The **Dragonfly Recording Network** charges a fee of £50 for each hour, or part thereof. A standard enquiry takes, on average, one hour. Large or multiple enquiries may take several hours. The **Dragonfly Recording Network** will ensure that an enquirer is aware of any charge before work commences.

Formal enquiries must be made in writing (including e-mail), and, where appropriate, will be given a verbal or written quote prior to the work being done. Quotes will be given for individual requests and if the work needs more time than estimated then clients will be informed before further charges are incurred.

Policy last revised: 05/04/2006