

Wheeler Township



FREEDOM OF INFORMATION ACT FEE WORKSHEET

The fees and costs outlined are provided in response to your written request for a copy of a public record as outlined in the Wheeler Township Freedom of Information Act Policy.

DATE THE FOIA REQUEST WAS RECEIVED:

PUBLIC RECORD(S) REQUESTED:

Unreasonably high costs to the Township because of

1. TOTAL COPYING COSTS AS ITEMIZED BELOW: \$ _____

Cost per copy \$0.10 x No. of copies _____ = \$ _____

Cost per computer disk \$10.00 x No. of disks. _____ = \$ _____

Cost per blue print \$10.00 x No. of prints _____ = \$ _____

Cost per name \$0.25 x No. of labels _____ = \$ _____

Additional Items	Quantity	Cost
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2. TOTAL MAILING COSTS AS ITEMIZED BELOW: \$ _____

Cost of envelopes or other mailing device: \$ _____

Postage costs: \$ _____

3. ESTIMATED LABOR COSTS AS ITEMIZED BELOW: \$_____

Due to the nature of this request, a labor fee is being charged for the research, examination, review and (if applicable) the deletion and separation of exempt from nonexempt information as provided in the Wheeler Township FOIA Policy. This fee is being charged due to:

Estimated Labor Hours _____ x \$ _____ = \$ _____

4. TOTAL COSTS OF ITEMS 1 THROUGH 3 ABOVE \$_____

(Where Estimated Total Costs Exceed \$50.00)

I, _____, am requesting copies under FOIA. Based on the Wheeler Township's approved FOIA Policy, I am submitting 50% of the estimated TOTAL COSTS as required, and confirm that the balance of the fees incurred will be paid before the public records are released to me.

Signature: _____ Date: _____