



FOIA REQUEST TRACKING SHEET & PRICE QUOTE

Request Information	Requested By
Received by Information Requested [Customer ID] Forwarded To [Address] [City, ST ZIP Code] Phone [Telephone] Anticipated Completion Date	Name [Recipient Name] [Company] Address Phone [Telephone]

FEE SCHEDULE

Production & construction costs: for info requests that require more than one (1) hour of staff time, a fee of \$20.50/hr of clerical staff time; \$34.00/hr of information technology time; \$50.00/hr of professional staff time; and any additional actual costs of programming and computer services will be assessed, this fee is in addition to any applicable copying fees.

Fees for copying/printing: Standard – black & white \$0.10/page Standard – color \$0.60/page Legal – black & white \$0.25/page Legal – color \$1.00/page Other (photographs, etc.) – actual cost

Electronic copies: Any applicable staff time costs plus scanning non-electronic public records for e-mail or facsimile transmission \$0.10/page and cost of electronic media (disc, thumb drive, etc.) – actual cost

Fees for Transmitting records – Shipping fee and cost of the shipping container- actual cost

PRICE QUOTE

Qty.	Hours/Supplies	Description	Unit Price	Line Total
	Hours		\$ (First hour free)	\$ 0.00
			\$	\$ 0.00
			\$	\$
				\$
				\$
			Total	\$ 0.00

Thank you for your request!

*Amount will be billed upon requestor's acceptance and must be paid prior to release.