

INFORMATION REQUEST FORM

Persons requesting copies of public information from the Town must complete this form, return it to the clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request: _____

Requester's Address: _____

Requester's Email Address: _____

Requester's Phone Number: _____ Signature: _____

Description of the Information Requested: _____

Town Use Only

This request is: Approved, Approved in Part, or Denied. Reason(s) for a partially approved or a denial: _____

Fees applicable to the request:

	Estimated Cost	Actual Cost
Labor		
_____ x \$ <u>20.00</u>	\$ _____	\$ _____
# Hours Hourly Rate		
Photocopying		
<u>.25</u> + \$ <u>20.00</u>	\$ _____	\$ _____
Rate Per Page Hourly Rate		
Emailing		
_____ x \$ <u>20.00</u>	\$ _____	\$ _____
# Hours Hourly Rate		
Mailing	\$ _____	\$ _____
Other Costs	\$ _____	\$ _____
Totals: \$ _____*		\$ _____

Difference: _____ To be paid by requestor.
 To be refunded by Town.

- If the total estimated cost exceeds \$50, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies are made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount prior to receiving the copies.