

# POKEGAMA TOWNSHIP INFORMATION REQUEST FORM

Persons requesting inspection and/or photocopies of public information for the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: \_\_\_\_\_ Date of Request \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Requester's Phone Number: \_\_\_\_\_ Signature \_\_\_\_\_

Description of the Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### Town Use Only

The request is:  Approved,  Approved in Part, or  Denied. Reason(s) for a partial approval 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> x            \$ _____ Rate                               # of copies	_____	_____
Mailing	_____	_____
Other Costs	_____	_____
	_____	_____
Totals: _____ *		_____

Difference: \_\_\_\_\_  To be paid by requester.  
 To be refunded by Town.

\*If the total estimated cost exceeds \$20, the requester 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 made available to the requester. If the actual cost is more than the estimated cost, the requester must pay the additional amount before receiving the copies.