Appendix B
TOFTE TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from 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:_____
_____
_____
_____

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 $_____ (# Hours / Hourly Rate)	_____	_____
Photocopying _____ x _____ (# of copies / Page Rate)	_____	_____
Mailing _____	_____	_____
Other Costs _____	_____	_____
_____	_____	_____
Totals:	_____ *	_____

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

* If the total estimated cost exceeds *$25*, 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 made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.