

**ARMADA TOWNSHIP
ESTIMATE OF COSTS REGARDING FOIA REQUEST**

DEAR: _____

In response to the FOIA Request No. ___ submitted on _____, Armada Township estimates that it will incur the following costs and is permitted to recover these costs under the Michigan Freedom of Information Act (FOIA).

WORK NECESSARY TO FULFILL REQUEST	FEE	AMOUNT
Copies of documents (8 ½ x 11 and 8 ½ x 14)		
Oversized documents or documents that cannot be copied by the Township directly		
Non-paper physical media (disc, tapes, similar media)		
Cost of labor directly associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to be given to the requestor on non-paper physical media or through the internet or other electronic means		
Cost of labor directly associated with searching for, locating, examining public records		
Labor costs associated with reviewing, separating and deleting of exempt information from non-exempt information		
Mailing Costs		
TOTAL ESTIMATE OF COSTS		
Deposit	One Half of Estimate	

PLEASE MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO: ARMADA TOWNSHIP.

The Township will process your request upon receipt of the deposit.

Date: _____

Signature of FOIA Coordinator