

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

DEAR: \_\_\_\_\_

In response to the FOIA Request No. \_\_\_ that you submitted on \_\_\_\_\_, Armada Township has incurred the following costs and is permitted to recover these costs under the Michigan Freedom of Information Act (FOIA). **Please make your check or money order payable to Armada Township.**

<b>WORK NECESSARY TO FULFILL REQUEST</b>	<b>FEE</b>	<b>AMOUNT</b>
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		
Subtotal		
Less Deposit, If any		
<b>AMOUNT DUE</b>		

<b>Date Payment Received:</b> Check/M.O.# From:	<b>Date Documents Mailed:</b>	<b>Date Documents Picked Up:</b>
---	-------------------------------	----------------------------------

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of FOIA Coordinator