

Freedom of Information Act Request Detailed Cost Itemization

IN COMPLIANCE WITH THE MICHIGAN FREEDOM OF INFORMATION ACT 442. P.A. 1976, AS AMENDED MCL 15.234 SEC 4 AND ACCORDING TO THE CITY'S FOIA POLICIES AND GUIDELINES.	AMOUNT
Labor costs include hourly wage and up to 50% of fringe benefits of the lowest paid employee capable of searching for, locating, examining, redacting, and duplicating the public records regardless of whether that person is available or is who performs the labor. For records already available on the City website, a link will be provided to the location of the information. A Labor Fee is being charged because failure to do so will result in unreasonably high costs to the City.	
Labor (search, locate, examine, separate, redact, duplication) Hourly rate (with fringe) in 15-minute increments. Rate ÷ 4 = increment rate x # of increments Rate \$ _____ x # increments _____	\$ _____
Labor Contracted (Actual cost does not exceed 6x the State minimum hourly wage.) Hourly rate (with fringe) in 15-minute increments. Rate ÷ 4 = increment rate x # of increments Rate \$ _____ x # increments _____ Name of Person/Firm Contracted:	\$ _____
Non-Paper Physical Media (Flash Drive, CD, DVD, Labels)	
Flash Drive CD DVD	\$ _____ x (#) _____ used
	\$ _____ x (#) _____ used
Labels	\$ _____ x (#) _____ sheets
Paper Copies	
_____ # of sheets x \$ _____/sheet	non-color copy (8½"x11" & 8½"x14")
_____ # of sheets x \$ _____/sheet	color copy (8½"x11" & 8½"x14")
_____ # of sheets x \$ _____/sheet	non-copy (11"x17")
_____ # of sheets x \$ _____/sheet	color copy (11"x17")
_____ # of sheets x \$ _____/sheet	commercial copy/scan (i.e. site plan)
Mailing Description of Mailing Materials and Cost	\$
SUBTOTAL Fees Before Waivers, Discounts or Deposits:	\$
Indigent Waiver (\$20) Must sign Indigence Waiver and provide proof of indigence.	\$-
Public Interest Waiver	\$-
TOTAL (This is an estimated total that will be adjusted as needed upon completion of request) The Final Total Due must be paid in-full before copies may be picked up, delivered, or mailed.	\$
Good Faith Deposit Due (Good Faith Deposit is not more than 50% of the estimated total if total is more than \$50) Once your deposit is received, the City will process your request. <u>Do not</u> pay more than the requested deposit amount. Deposit must be received no later than 48 days after the date this notice is sent. Deposit due if a previous FOIA fee was not paid in full is 100% of the estimated total.	\$
Late Response Labor Costs Reduction _____ # of days x 5% of total	\$-
FINAL TOTAL/BALANCE DUE TO RECEIVE FOIA MATERIAL (payable to "City of Plymouth") The Final Total Due must be paid in-full before copies may be picked up, delivered, or mailed. Credit Cards accepted for <u>in-person pick up only</u> . A 3% credit card fee or no less than \$2 credit card fee will be applied to your final total due.	\$
Public Summary of the City's FOIA Procedures and Guidelines is available at: Website: www.plymouthmi.gov Address: City of Plymouth, Attn: FOIA Coordinator, 201 S. Main, Plymouth, Michigan, 48170 Email: mbrodie@plymouthmi.gov Ph: 734-453-1234 ext. 234 City: Keep original and provide no charge copy to requestor.	
Invoice Prepared For:	