

CLITHERALL 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:

Requesting Party: _____ Date of Request: _____

Address: _____

Phone Number: _____ Signature: _____

Description of 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 \$13.50		_____	_____
	# Hours Hourly Rate			
Photocopying	_____ x _____		_____	_____
	Rate Number of Copies			
Mailing	_____		_____	_____
Other Costs	_____		_____	_____
	_____		_____	_____
	TOTALS:		_____*	_____

DIFFERENCE: _____ To Be Paid by Requester
 To Be Refunded by Town

*If the total estimated cost exceeds \$20.00, the requesting party 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 are 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.