

# FOIA REQUEST - INVOICE

**\*\*FOIA Coordinator authorized to revise invoice as necessary\*\***

If payment is required as indicated in the accompanying letter, requested records will not be released until the payment described below is received. Please call the Human Development Commission contact person indicated in the accompanying letter, or return this form if you decide that you do not wish to receive the records. After 90 days, it will be assumed that you no longer require or want the requested items.

A copy of the Human Development Commission's Procedures and Guidelines and Written Public Summary can be found at <http://www.hdc-caro.org>

REQUESTOR'S NAME/ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BILL CHARGES ITEMIZED	Amount
<b>LABOR COSTS</b> (charged in 15-minute increments, <b>rounded down</b> ):  <b>Search for, locate and review material:</b> No. of hours: _____ x Wage Rate (including ____% fringes): _____ = \$ -  <b>These fees are being charged because failure to do so will result in unreasonably high costs to HDC because of the nature of the request in this particular instance, specifically:</b> _____  <b>Redaction (separate exempt from non-exempt information):</b> No. of hours: _____ x Wage Rate (including ____% fringes): _____ = \$ -  <b>These fees are being charged because failure to do so will result in unreasonably high costs to HDC because of the nature of the request in this particular instance, specifically:</b> _____	\$ -
<b>COPYING/DUPLICATING</b> (labor charged in 15-minute increments, <b>rounded down</b> ):  <b>Labor costs:</b> No. of hours: _____ x Wage Rate (including ____% fringes): _____ = \$ -  <b>Paper (legal or letter):</b> No of pages: _____ x Cost per page: _____ = \$ -  <b>Other paper types:</b> No of pages: _____ x Cost per page: _____ = \$ -	\$ -
<b>OTHER COSTS:</b> Describe (e.g. Overtime, cost of compact discs/audio tapes/other digital media, etc.)	\$ -
<b>MAILING COSTS (Actual costs for postage, envelope, label, etc.):</b>	
<b>REDUCTIONS:</b> Describe: No charge under \$3.00, Discount: Indigence, Discount: Certain Nonprofits	
<b>PAYMENT TOTAL -return copy of invoice and payment to:</b> FOIA Coordinator Human Development Commission Make check/money orders 429 Montague Avenue payable to the Caro, MI 48726 <b>Human Development</b>	<b>TOTAL</b> \$ -
<b>* DEPOSIT:</b> PLEASE NOTE A DEPOSIT MAY BE REQUESTED BECAUSE THE TOTAL IS GREATER THAN \$50.00. THE TOTAL LISTED IS ONLY AN ESTIMATE OF THE COST OF COMPLYING WITH YOUR REQUEST. THE ACTUAL COST MAY VARY FROM THIS AMOUNT. A DEPOSIT MAY BE ALSO BE REQUIRED IF PREVIOUS FOIA FEES WERE NOT PAID IN FULL.	\$ -
<b>* LATE RESPONSES</b>  <b>If HDC does not respond in a timely manner as required under MCL 15.235(2), HDC must reduce the charges for labor costs otherwise permitted by 5% for each day HDC exceeds the time permitted for response to a request, with a maximum of 50% reduction.</b>	\$ -

\*Request will be processed but balance must be paid before copies may be picked up, delivered, or mailed.

**Additional cost to provide public records in PAPER FORM that are available online:**

As stated in our accompanying response, a part or all of the records requested are available online for no charge. There is an additional cost for providing these records. If you wish to have copies of these records printed & mailed, please including payment for these records. The requested material can be found at: \_\_\_\_\_

\$ \_\_\_\_\_

**For Internal Use Only**

Date payment received: \_\_\_\_\_ Date records mailed: \_\_\_\_\_ Date records picked up: \_\_\_\_\_