

FOIA Request Form – Berrien Conservation District

Name:	Date:
Address:	
Email:	Phone:

Information Requested:

Photocopies or Electronic files?

For Staff Use Only

Request Received by:	Estimated Cost:	Date:
Deposit: \$ _____	Payment Method: _____	Receipt # _____
Date Information Provided:	Format:	

Labor					
# of Hours:		Hourly Rate:		Total for Labor:	\$ _____
Photocopies					
# of Copies:		Cost per Copy:		Total for Copies:	\$ _____
Mileage					
# of Miles:		Cost per Mile:		Total for Mileage:	\$ _____
Other:					\$ _____
					Postage: \$ _____
					Total: \$ _____
					Less Deposit: \$ _____
					Balance Due: \$ _____