

**Sands Township**  
987 S. M-553  
Gwinn, MI 49841  
(906) 249-9169 Fax (906) 249-2120

**Freedom of Information Request Billing Sheet**

Date Request Received: \_\_\_\_\_

Date of Response: \_\_\_\_\_

Duplication Cost:

Cost per Copy \_\_\_\_\_ x Number of Copies \_\_\_\_\_ = \$ \_\_\_\_\_

Labor Cost

Hourly Labor Rate \_\_\_\_\_ x Number of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

Postage Cost (if applicable) \$ \_\_\_\_\_

Envelope Cost (if applicable) \$ \_\_\_\_\_

Attorney Cost (if applicable) \$ \_\_\_\_\_

Non-paper Physical Media (if applicable) \$ \_\_\_\_\_

Minimum Charge\* (if applicable) \$ \_\_\_\_\_

**Total Charges = \$ \_\_\_\_\_**

Minus Good Faith Deposit - \$ \_\_\_\_\_

**Amount Currently Due \$ \_\_\_\_\_**

\*\*As established at the August 14, 2012 Township Board meeting, a minimum charge equal to ½ hour search time of the lowest paid employee capable of retrieving requested information is referred to as a "good faith deposit" and is due at time of request submission.