CHARTER TOWNSHIP OF UNION

2010 S. Lincoln Road, Mt. Pleasant, MI 48858

Freedom of Information Act Request

Please fill out the top portion of th	is form:			
Name:		Date:	/	/
Address:				
Daytime Phone:				
Records Requested:				
Please check one: I prefer to: pick up the documents in person (payment upon receipt) have you mail them to the address above (an invoice will be enclosed).				
Signature:				
Cost Schedule/Invoice (For T	ownship Use Only)			
Items provide	ed / other costs:	Cost per unit Black/Color	Number of units	Total
Copies: letter or	legal	\$.25/.50		\$
ledger		\$.50/1.00		\$
Envelopes: Manila,	w/clasp up to 10" by 13"	\$.15		\$
Cassette tapes: 90 minu	ite audio cassette	\$3.00		\$
See also Policy to Provide Information in Electronic Form				
Mileage:		\$.445/mi		\$
External cost: (photos, color copies, maps, etc.)		Copy of receipt attached \$		
Labor costs:		To be determined		
Postage:		U.S. Rates		
Total Cost: (Please remit the following amount)		\$		
NOTICE: This request will be filled in five business days, unless extenuating circumstances apply. In the case of such delay, you will be notified, in writing, of a ten-day extension. Labor costs will only be charged for requests which require significant amounts of time by Township staff to compile, examine, review, and if appropriate, delete exempt information, as provided in Section 14 of the Freedom of Information Act. In the case of color copies, maps or other material that cannot be duplicated at the Township Hall a receipt will be provided to verify cost, and you will be charged for any actual mileage required to arrange for the duplication of these materials.				
For Township Use Only				
Date Received: / /	Extension Requested?	Date com	pleted:	/ /
I hereby state that the materials requested herein were mailed picked up the requestor on / / Signature of FOIA Coordinator or designee:				
Payment: Deposit of \$, plus final payment of \$, paid in full on / / .				