

FOIA Request Form – Bay County 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: \$ _____