



**City of Chelsea
Freedom of Information Act
Fee Calculation Form**

Requestor name: _____

FOIA # _____

Estimated Costs	Total	Actual Costs	Total
Labor (Search, Locate, Examine)* # of Min. _____X Wage Rate/hr _____	\$ _____	# of Min. _____X Wage Rate/hr _____	\$ _____
Labor (Separate & Delete)* # of Min. _____X Wage Rate/hr _____		# of Min. _____X Wage Rate/hr _____	
Labor (Contractor)** Name: _____ # of Min. _____X Wage Rate/hr _____		# of Min. _____X Wage Rate/hr _____	
Non-Paper Physical Media # of CD/DVD/Flash Drive _____X Cost of Media _____		# of CD/DVD/Flash Drive _____X Cost of Media _____	
Paper Copies # of Pages _____X Copying Rate _____		# of Pages _____X Copying Rate _____	
Labor (Duplicating)* # of Min. _____X Wage Rate/hr _____		# of Min. _____X Wage Rate/hr _____	
Other:		Other:	
Indigent Waiver (\$20)***			
SUBTOTAL:			
Mailing: Postage Cost		Postage Cost	
Additional Fees (Listed Separately)			
TOTAL ESTIMATE		TOTAL FEES DUE	
50% Deposit Due****		(Minus Deposit Collected)	

Part or all of the documents requested are available online at:

Cost to provide the online documents in paper form is _____ in addition to the total fees. If you prefer to have these documents mailed, please forward payment and a copy of this form to the Agency for processing. This will result in a new request.

Payment shall be made payable to the City of Chelsea and mailed to:

City of Chelsea
ATTN: FOIA Coordinator
305 South Main St, Suite 100
Chelsea, MI 48118

When payment is received, your requested material will be mailed.

Payments shall be made payable to the City of Chelsea at the Chelsea City Offices @ 305 S. Main Street, Chelsea, MI 48118
This is also where you will pick up your request.

Your FOIA request is complete and documents are enclosed. Please mail payment upon receipt.

* Cost includes hourly wage and up to 50% of fringe benefits. If additional costs need to be included for a different wage, this will be provided on an additional document.

**Actual cost does not exceed 6X the state minimum hourly wage.

***Must provide proof of indigence

****Once payment is received, the City will process your request.