

**Village of Copemish, Michigan**  
**FREEDOM OF INFORMATION ACT**  
**Detailed Itemization of Fees**

Requester's name and address:

Dated:

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Fee Calculation	Amount
Labor costs* to search for and retrieve responsive records:  ____ Hours x \$ ____ (hourly wage) + 50% of fringe benefits (multiplier for fringe Benefits, not to exceed 50% of actual cost of fringe benefits).	\$ ____
Labor costs* for review and examination of responsive records and the separation of exempt from non-exempt material: ____ Hours x \$ ____ (hourly wage) + 50% of fringe benefits (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits).	\$ ____
Non-paper physical media: Describe (e.g. CD's, DVD's, Flash drives, etc.) and list actual costs.	\$ ____
Duplication and publication: Describe (copying, scanning, etc.)  \$ ____ (cost per page) x ____ number of pages.	\$ ____
Labor costs* to duplicate or publish: ____ Hours x \$ ____ (hourly wage) x 50% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits).	\$ ____
Mailing: Describe and list actual costs.	\$ ____
Less waiver for indigent individuals or qualifying nonprofit organization. (\$20.00)**	
Less reduction for untimely response \$ ____ subtotal x 5% reduction per day x ____ days	\$ ____

**Make check payable to The Village of Copemish, and mail check to:  
Copemish Village Clerk, P.O. Box 179, Copemish, MI 49625**

**TOTAL FEE:**

**\$** \_\_\_\_\_

If the total fee is more than \$50.00, you will be asked to pay a deposit of one-half of the amount of the total fee. The total fee and deposit are estimates, and your final costs may vary from these amounts.

**Deposit:**

**\$** \_\_\_\_\_

As set forth under section 4 (14) of the FOIA, MCL 15.234(14), if a fee appeal has not been filed under section 10a of the FOIA, MCL 15.240a, the Village must Receive the required deposit within 45 days after the requester's statutorily determined receipt of this notice, which is \_\_\_\_\_: otherwise, The FOIA request will be considered abandoned, and the Village will not be required to fulfill the request.

Part or all of the documents requested may be available online at:  
villageofcopemish.com

If you prefer to have copies of these documents sent to you, please forward payment to the **Village of Copemish** at the above address for processing.

**\$** \_\_\_\_\_

\*Labor costs will be calculated using the lowest paid Village employee capable of each task. If more than one hourly rate is used, they will be listed on other copies of this form.

\*\*You must submit an affidavit of indigency to qualify for this fee waiver.