

FOIA Request Form – Lapeer Conservation District

Name:	Date:
Address:	
Email: admin@lapeercd.org	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:	\$ _____