

GREENWOOD TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the Town Clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request: _____

Requester's Address: _____

Requester's Phone Number: _____ Signature: _____

Description of Information Requested: _____

Town Use Only

The request is: Approved, Approved in Part, or Denied.

Reason(s) for a partially approved or denied request: _____

Fees applicable to the request:

	Estimated Cost	Actual Cost
Labor _____ x \$ _____ # of Hours Hrly Rate	\$ _____	\$ _____
Copies _____ x \$ _____ # of Copies Hrly Rate	\$ _____	\$ _____
Mailing _____	\$ _____	\$ _____
Other Costs _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Totals:	\$ _____ *	\$ _____

Difference: To be paid by Requester
 To be refunded by Town

*If the total estimated cost exceeds \$30, the requester must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the next date that the Town pays their bills. If the actual cost is more than the estimated cost, the requester must pay the additional amount before receiving the copies.