



STATEMENT OF CHARGES

Staff member handling request: _____
Person requesting records: _____
Date of request for records: _____

ESTIMATE OF CHARGES

Copies of paper documents: _____ Pages .10 / page = \$ _____
Personnel charges: _____ Hours \$30 / hour = \$ _____
Including time to
locate, compile,
manipulate data, and
reproduce the
requested information
Overhead charges: _____ 20 percent = \$ _____

TOTAL TO BE COLLECTED \$ _____

(Office Use Only)

Date payment received: _____
Payment received by: _____
Date information furnished: _____

This form will be presented to the Superintendent or designee for payment by the requestor.
Upon receipt of payment, copies of records requested will be furnished.

This request will be considered withdrawn if you do not respond in writing within ten (10) days after the date this statement is sent that you either (1) accept the charges, (2) are modifying your request in response to this itemized statement, or (3) are filing a complaint with the Texas Building and Procurement Commission alleging that you have been overcharged for being provided with a copy of the public information.

- I accept the charges as estimated above. My request remains as originally written.
- I wish to modify my request in the follow ways: _____
- I am filing a complaint with the Texas Building and Procurement Commission that I have been overcharged for being provided with a copy of the public information.



Signature of Requestor

Date