Summit Pointe
FOIA Detailed Cost Itemization

Date:	Prepared for Request No:	Date Request Received:	Electronic? (Y / N)	Is This a Cost Estimate or a Bill?

Estimated Time Frame to Provide Records:

	(Days or Date)

	Notes:	Hourly Rate:	Plus Fringe Benefit cost per hour:	Total Charge per 15-minute increment:	# of 15-minute increments:	Total Cost Charged:
1. Labor Cost for Copying/ Duplication:	@ lowest-paid employee capable					
				$ -		$ -
				$ -		$ -
2. Labor Cost to Locate:	@ lowest-paid employee capable					
				$ -		$ -
				$ -		$ -
3a. Employee Labor Cost for Redacting:	@ lowest-paid employee capable					
				$ -		$ -
				$ -		$ -
3b. Contracted Labor Cost for Redacting:	outside attorney or consultant, not to exceed 6x state min. wage (currently 6 x $8.15 = $48.90)					
				$ 12.23		$ -
				$ 12.23		$ -

	Notes:	Cost per Sheet:	# of Sheets:	Cost per Digital Media:	# of Items:	Total Cost Charged:
4. Copying/ Duplication Cost:	**actual cost per sheet (currently $.10/sheet) and must copy double-sided; and actual cost per non-paper digital media**					
						$ -
						$ -

	Notes:	Cost per envelope/ packaging:	# of Envelopes or Packages:	Cost of Postage:	Expedited shipping or insurance:	Total Cost Charged:
5. Mailing Cost:	**actual cost of least expensive form of delivery, expedited only if requested**					
						$ -
						$ -

	Notes:	Cost per Sheet:	# of Sheets:	Cost per Digital Media:	# of Items:	Total Cost Charged:
6a. Copying/ Duplicating Cost for paper copies of Records Already on Website:	**actual cost per sheet, not to exceed $.10/sheet and must copy double-sided; and actual cost per non-paper digital media**					
						$ -
						$ -

	Notes:	Hourly Rate:	Plus Fringe Benefit cost per hour:	Total Charge per 15-minute increment:	# of 15-minute increments:	Total Cost Charged:
6b. Labor Cost for Copying/ Duplicating Records Already on Website:	**@ lowest-paid employee capable**					
				$ -		$ -
				$ -		$ -

	Notes:	Cost per envelope/ packaging:	# of Envelopes or Packages:	Cost of Postage:	Expedited shipping or insurance:	Total Cost Charged:
6c. Mailing Cost for Records Already on Website:	**actual cost of least expensive form of delivery, expedited only if requested**					
						$ -
						$ -

Subtotal Fees Before Waivers, Discounts or Deposits:

1. Labor Cost for Copying:	$ -
2. Labor Cost to Locate:	$ -
3a. Labor Cost to Redact:	$ -
3b. Contract Labor Cost to Redact:	$ -
4. Copying/ Duplicating Cost:	$ -
5. Mailing Cost:	$ -
6a. Copying/ Duplicating if Already on Website:	$ -
6b. Labor Cost for Copying if Already on Website:	$ -
6c. Mailing Cost if Already on Website:	$ -
Subtotal:	$ -

Waiver: Public Interest

Fees are reduced by:

Subtotal After Waiver: $ -

Discount: Indigence

$20 Discount if Eligible for Indigence:

Subtotal After Discount: $ -

Discount: Nonprofit Organization					

$20 Discount if Eligible Organization under Mental Health Code:

Subtotal After Discount: $ -

Deposit: Good Faith

	Notes:	Total Estimate or Actual Fee:	Percent Requested:	Deposit Amount Required:	Date Paid:
	Can request if estimate or charge exceeds $50.00; maximum request 50% of total fee, or 100% if unpaid prior request	$ -		$ -	

Late Response Labor Costs Reduction:

	Notes:	# Days Over Required Response Time:	x 5% = Total Percent Reduction:	Total Labor Costs:	Minus Reduction:	= Reduced Total Labor Costs:
	Reduce only charges for labor costs, by 5% for each day Summit Pointe exceeds time permitted, up to 50% reduction			$ -	$ -	$ -

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TOTAL BALANCE DUE: $ -   **Date Paid:**

Request will be processed, but balance must be paid before copies may be picked up, delivered or mailed.