COUNTY OF MONTMORENCY

12265 M-32 | P.O. Box 789 | Atlanta, MI 49709 | (989) 785-8030

DETAILED COST ITEMIZATION

Request No.	
Date Request Received	
Requester	
Estimate or Final	□ Estimate □ Final

Fees are calculated under MCL 15.234 and County of Montmorency's FOIA Procedures and Guidelines. Labor is charged in 15-minute increments with partial increments rounded down; if the work takes less than 15 minutes in a category, no labor fee is charged for that category.

Fee Category	Employee / Basis	Hourly Rate	Fringe %	Minutes	Increments	Amount
1. Copying / duplication labor						
2. Search, locate & examine labor*						
3. Review / separation / redaction labor*						
4. Contract labor for separation / redaction*						
5. Non-paper physical media (actual economical cost)						
6. Paper copies (letter/legal, max $0.10 per sheet)						
7. Mailing / delivery (actual economical cost)						

* Search/locate/examine and review/redaction labor may be charged only when failure to charge would result in unreasonably high costs because of the nature of the request, and the County must specifically identify that basis. Contract labor is subject to the statutory cap in MCL 15.234.

Specific basis for unreasonably high costs (if Categories 2, 3, or 4 are charged):

Subtotal	$
Less statutory discount / waiver	$
Late-response labor reduction, if applicable	$
Deposit previously paid	$
BALANCE DUE	**$**

Good-Faith Deposit (if estimated fee exceeds $50): Amount requested: $_____ (not more than 50% of estimated fee, except as otherwise permitted by MCL 15.234 for unpaid prior requests).

Best-efforts estimate after deposit is received:

_____

Records already available on the County website should be identified separately. Labor charges for separating/redacting records available on the website are not assessed as provided by MCL 15.234.

Prepared by	
Date	