



**Ionia County**  
 100 West Main Street  
 Ionia, Michigan 48846  
 Phone: 616.527.5300

CLEAR FORM

**Freedom of Information Act Request Fee Calculation Form**

Request No: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

Estimated Costs		Total	Actual Costs		Total
Labor (Search, Locate, Examine)*	# of Hours _____ x Wage Rate _____	\$ 0.00	# of Hours _____ x Wage Rate _____	\$ 0.00	\$ 0.00
Labor (Separate/Delete)*	# of Hours _____ x Wage Rate _____	\$ 0.00	# of Hours _____ x Wage Rate _____	\$ 0.00	\$ 0.00
Labor (Contractor)** Name _____	# of Hours _____ x Wage Rate _____	\$ 0.00	# of Hours _____ x Wage Rate _____	\$ 0.00	\$ 0.00
Non-paper Physical Media					
Paper Copies	# of Pages _____ x Copying Rate _____	\$ 0.00	# of Pages _____ x Copying Rate _____	\$ 0.00	\$ 0.00
Labor (Duplicating)*	# of Hours _____ x Wage Rate _____	\$ 0.00	# of Hours _____ x Wage Rate _____	\$ 0.00	\$ 0.00
Other _____		\$ 0.00			
Indigent Waiver (\$20)***					
Non-profit Organization Waiver (\$20)****					
<b>SUBTOTAL</b>		\$ 0.00			\$ 0.00
Mailing	Actual Cost		Actual Cost		
Additional Fees (listed separately)					
<b>TOTAL</b>		\$ 0.00			\$ 0.00
50% Deposit Due*****					

Part or all of the documents requested are available online at:

Cost to provide the online documents in paper form is \$ \_\_\_\_\_. If you prefer to have these documents mailed, please forward payment and a copy of this form to the Agency for processing. This will result in a new request.

**Return a copy of this fee calculation with your payment to ensure proper credit. Make check or money order payable to IONIA COUNTY TREASURER.**

\*Cost includes hourly wage and fringe benefits, with benefit cost not to exceed 50% of hourly wage. If additional costs need to be included for a different wage, this will be provided on an additional document.  
 \*\*Actual cost does not exceed 6x the state minimum hourly wage.  
 \*\*\*Must provide proof of indigence.  
 \*\*\*\*Must provide documentation of designation by the State.  
 \*\*\*\*\* Once payment is received, the Agency will process your request.