

**BAY-ARENAC INTERMEDIATE SCHOOL DISTRICT
FREEDOM OF INFORMATION ACT RESPONSE**

If payment is required as indicated in the accompanying letter, requested information will not be released until the payment described below is received. Please call the BAISD contact person indicated in the accompanying letter or return this form if you decide you do not wish to receive this information. After 90 days it will be assumed that you no longer require the requested documents.

REQUESTOR'S NAME AND ADDRESS:		
BILL CALCULATION		AMOUNT
LABOR:		
Searching for, locating, and examining the material: No. of Hours: _____ X Wage Rate (including up to 50% for fringes) <u>\$21.36</u>		\$ 0.00
Reviewing the material, including separating exempt from non-exempt material: No. of Hours: _____ X Wage Rate (including up to 50% for fringes) <u>\$21.36</u>		\$ 0.00
POSTAGE: (Actual Cost)		\$ 0.00
DUPLICATING:		
Labor: No. of Hours _____ X Wage Rate (including up to 50% for fringes) <u>\$21.36</u>		\$ 0.00
Paper: No. of Pages _____ X Copying Rate <u>\$.10</u> per page.		\$ 0.00
NON-PAPER PHYSICAL MEDIA: Describe (e.g., CD's, DVD's, flash drives, etc.)		\$ 0.00
Make check (business/personal) or money order payable to: Bay-Arenac ISD Mail Check/Money Order to: Bay-Arenac ISD 4228 Two Mile Road Bay City, MI 48706 Return a Copy of this Invoice with your Payment		TOTAL \$ 0.00
Please note that if a deposit is requested, (total is greater than \$50.00), the indicated amount is an estimate of the cost of complying with your request. The actual cost may vary from this amount.		DEPOSIT \$ 0.00
For Internal Use Only		
Requested information to be:	Check/M.O.#	BALANCE TO BE PAID*
<input type="checkbox"/> Provided without charge	From:	\$ 0.00
<input type="checkbox"/> Mailed upon receipt of payment		
<input type="checkbox"/> Paid and picked up in person		
Date payment received:	Date documents mailed:	Date documents picked up:
Deposit payment in BAISD Account Number:		

Note: Fee waivers and discounts are outlined in Procedures and Guidelines, Section II.D.

Distribution: Requestor
BAISD Business Office
BAISD FOIA Coordinator (Original)