

FREEDOM OF INFORMATION ACT (FOIA) DETAILED ITEMIZATION OF FEES

Requesting Party's Name and Address:	
Fee Calculations	Amount
1. Labor costs* to search, locate, and examine: _____ Hours x \$ _____ (hourly wage) x _____% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	\$
2. Labor costs* for review and separation of exempt from nonexempt material: _____ Hours x \$ _____ (hourly wage) x _____% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	\$
3. Nonpaper physical media - Describe (e.g., CDs, flash drives, etc), list actual costs:	\$
4. Duplication and Publication - Describe (copying, scanning, etc.) _____ numbers of pages x \$ _____ (cost per page)	\$
5. Labor costs* to duplicate or publish: _____ Hours x \$ _____ (hourly wage) x _____% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	\$
6. Mailing - Describe and list actual costs:	\$
FEE SUBTOTAL	
Less waiver for indigent person (\$20.00)**	\$
Less reduction for untimely response:	
\$ _____ subtotal x 5% reduction per day x _____ days	\$
TOTAL FEE FOR PROCESSING FOIA REQUEST	
If the total fee is more than \$50.00, you must pay a deposit of one-half of the amount of the estimated total fee before the SFA will process your request. The total fee and deposit are best effort estimates and your final cost may vary from these amounts.	Deposit: \$
BALANCE TO BE PAID	
Part or all of the documents requested are available online at:	
If you prefer to have copies of these documents sent to you, please forward payment to the SFA for processing.	

*Labor costs will be calculated using the lowest paid SFA employee capable of performing each task. If more than one rate is used, labor costs will be listed on other copies of this form.

**You must submit an affidavit of indigency to qualify for this waiver.

Make checks payable to the "State of Michigan" and mail to:
 Senate Fiscal Agency
 201 N. Washington Sq, Suite 800
 The Victor Center
 P.O. Box 30036
 Lansing, MI 48909