Commonwealth of Massachusetts

City of Holyoke

Office of Planning & Economic Development

20 Korean Veterans Plaza, Room 406, Holyoke, Massachusetts 01040

Phone: (413) 322-5575 Email: planning@holyoke.org

PUBLIC RECORDS REQUEST ESTIMATE OF COSTS

A records custodian for the Office of Planning and Economic Development has fulfilled your Public Records Request which are subject to disclosure under Massachusetts general law Ch 4 section 7 (26) and Massachusetts General Law 66, Section 10. Their findings, as summarized below, shall serve as a final invoice of the costs associated with your records request. Please send a check or money order payable to the City of in the amount indicated below and forward to the records custodian listed below. Your records will be provided to you upon receipt of payment.

The fees associated with your request are summarized as follows:

Photocopies	$0.20 per page
Computer Printouts	$0.50 per page
Digital Copy	$10.00 per CD
Digital Scan	$3.00 per page
Search and Segregation	$19.00 per hour

Date Request Received:	**Custodian**		
Records Requested	**Est. Pgs**	**Fee**	**Total**
Other Fees	Est. Hours	Rate	
Searching, redacting, photocopying and re-filing .324/min		19.00	
	Estimate Total		

PLEASE PAY THE ESTIMATE OF COST.
THE DEPOSIT WILL BE HELD UNTIL FINAL INVOICE IS CALCULATED.