

CITY OF LITTLE FALLS
DATA REQUEST
COST CALCULATION FORM

Fees charged are in accordance with Minnesota Statute 13.03, Subdivision 3.

Date of Request: _____

Description of Information Requested (be specific): _____

Costs for duplication of standard materials are included on the City's Fee Schedule. Please use this section to calculate fees for other data requests.

				<i>Estimated Cost</i>	<i>Actual Cost</i>
A.	<i>Labor</i>	<i>No. of Hours</i>	<i>Hourly Rate</i>		
		<i>No. of Hours</i>	<i>Hourly Rate</i>		
B.	<i>Photocopy</i>	<i>Rate</i>	<i>No. of Pages</i>		
C.	<i>Mailing</i>				
D.	<i>Printing Costs</i>				
E.	<i>Other Costs</i>	May include computer time, programming terminal access, and any other costs not listed.			
1.					
2.					
3.					
4.					
5.					
TOTAL CHARGES					
AMOUNT TO BE PREPAID (50% of Estimated total if exceeds \$50)					
AMOUNT DUE UPON COMPLETION					

Prepared by: _____
 Department: _____
 Date: _____