



# Part 2

## STANDARD RIGHT-TO-KNOW REQUEST FORM

Paper copies will be \$0.25 per page per side. If research is necessary, copies will be \$0.75 per page.

If mailing is requested, a handling fee of \$0.75 will be charged in addition to the cost of postage for mailing supplies used.

If a disk is requested, it will be provided by Slippery Rock Township at the cost of \$1.50 per disk plus \$0.75 per file. A new disk will be necessary each time records are provided.

Fax copies will be available at the cost of \$0.75 per page.

**E-mail copies will be available at the cost of \$1.50 per transaction + \$0.75 per file.**

If "True and Correct Certification" is requested, an additional charge of \$3.00 will be added. Slippery Rock Township will require prepayment if the fees are expected to exceed \$100.

**Number of pages** - \_\_\_\_\_ **@ \$0.25 a page** = \_\_\_\_\_

**Postage:** \$ \_\_\_\_\_

**Additional costs:** \$ \_\_\_\_\_

**3 ½ Floppy(s):** \_\_\_\_\_ **@ \$** \_\_\_\_\_

**CD Rom(s):** \_\_\_\_\_ **@ \$** \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

**Method records were released:** E-MAIL U.S. MAIL FAX IN-PERSON

**Signature of Requestor:** \_\_\_\_\_