

**Texas Department of Criminal Justice
Business and Finance/Executive Services**

P.O. Box 99
Huntsville, TX 77342

Statement of <u>Estimated</u> Charges for Copies of Public Information

Requestor: Muckrock News Dept MR 25461 411A Highland Ave Somerville, MA 02144-2516	Date: May 9, 2016 Regarding: Open Records Request dated April 28, 2016
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Our office is in receipt of your request for copies of records. Because the estimated cost is \$40.00 or more, we must receive your written authorization to continue processing your request. You will be notified if the actual cost of your request differs from the estimated cost. Payment in full for all public information requests are due in advance and must be in the form of cash, check, cashier's check, or money order. Checks, cashier's checks, and money orders shall be made payable to the TDCJ. The following is an itemization of the **estimated** cost of your request.

Pages @ \$0.10/page.....	\$16.20
Personnel Charges: 10 hours @ \$15.00/hour	\$150.00
Overhead charges @ 20% of personnel charges	\$30.00
Postage: 162 pages @ \$0.49 for the first five (5) pages + \$0.04 per additional page	\$6.77
Other Charges: @ \$ /	\$0.00
Other Charges: @ \$ /	\$0.00
TOTAL:	\$202.97

Please check one of the options below, sign this document and return it to the address at the top of the page within ten (10) business days from the date of this document. If your response is not received within this time frame, your request will be automatically withdrawn. If you have questions or need additional information, please contact our office at (936) 437-6460.

Sincerely,

Jasmine Jones
Open Records Coordinator
Executive Services
PO Box 99
Huntsville TX 77342

Requestor's Response

- Please continue processing my request. I accept these charges for copies of public information and I understand that a Statement of Actual Charges will be sent and full payment is due in advance once the actual charges are received.
- I wish to revise this request as follows. I understand that a new Statement of Estimated Charges or Statement of Actual Charges will be prepared based on the revised request.

- I have sent a complaint to the Office of the Attorney General of Texas alleging that I have been overcharged for copies of public information.
- I wish to cancel this request.

Signature of requestor

Date