



City of Troup
P.O. Box 637
Troup, TX 75789



OPEN RECORD REQUEST FORM:

Name: _____

Date: _____

Address: _____

Phone# _____

Open record requested please be specific:

| The following charges may apply: | | Charge | Number | Total |
|----------------------------------|--|----------------------------|--------|-------|
| 1) | Copies on standard size paper | \$.13 each page | _____ | _____ |
| 2) | Nonstandard size paper | \$.60 each page | _____ | _____ |
| 3) | Audio | \$2.00 | _____ | _____ |
| 4) | Personnel charge (Paper copies over 50 pages) | \$15.00 per hour | _____ | _____ |
| 5) | Overhead charge (Paper copies over 50 pages) | 20% of personnel charge | _____ | _____ |
| 6) | Postage (.44) env.(.08) & Shipping charges | Actual cost | _____ | _____ |
| 7) | Fax charge | | | |
| | (a) Local | \$.13 each page | _____ | _____ |
| | (b) Long distance (same area code) | \$.60 each page | _____ | _____ |
| | (c) Long distance different area code | \$1.25 each page | _____ | _____ |
| 8) | Other costs | Actual cost | _____ | _____ |

Signature & Date picked up _____ **TOTAL CHARGES \$** _____