



Sundale Mutual Water Company

Freedom of Information Act Request

Date: _____

Name: _____ Phone: _____

Mailing Address: _____

I request that a copy of the following documents:

1) _____

2) _____

In order to help to determine the status of this request (please check a suitable description of the requester and the purpose of the request below).

_____ a representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

_____ affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

_____ an individual seeking information for personal use and not for a commercial use.

_____ (Initial) I am aware of the fees charge for the above requested documents of \$1 per page. Upon review of the request, Sundale personnel will estimate the per page cost and payment is due upon the time of submitting this request.

Sundale Estimate Per Page Costs: _____ pages x \$1 per page = \$_____ (Initial)

- If the estimate is over, (customer owes more than original estimate) Sundale will require payment for the remaining balance due.
- If the estimate is under, (customer overpaid for the estimated price) Sundale will issue a check for the credit balance.

Documents will be available no earlier than 20 business days of my request. Customer will receive a letter in the mail stating that they are available for pick up. They will be available up to 30 days of the date of letter submitted to customer. If the documents requested are not available to the public we will contact you in writing within 20 days of the request.

Customer Signature: _____

For Office Use Only

Employee Signature of Receipt: _____ Date Received: _____