

Corbet Water Supply Corporation
 1724 FM 2452
 Corsicana, Texas 75110

Corbet Water Supply Public Records Request Form

Requester's Name:		Telephone Number:	
Name of Business:			
Address	(P.O. Box, Street)	(City)	(State) (Zip Code)
Description of Information:			
Requester's Signature		Date	Written Request Attached? Yes / No
For Office Use Only			
Is requested information considered an open record? Yes / No If No, explain on reverse side of this form.			
	# of Copies, hours, etc..	Item/Unit/Price	Item/Unit Price
Cost per Page (Standard Size - up to 8.5" x 14")		\$.10/page	
Non-standard Sizes		\$.50/page	
Other		Actual Cost	
<u>Personnel Cost</u>		Sub-Totals	
Personnel Cost - more than 50 pages		\$15.00/hour	
<u>Other Cost</u>		Sub-Totals	
Overhead Charges (20% of Personnel Changes)			
Postage/Shipping Charges		Actual Cost	
Other Cost		Actual Cost	
Notes/Comments:		Sub-Totals	
		Total Charges	
Fees Computed by	Date	Fees Waived in Accordance with Procedures (Yes/No)	
Release of Information and Fee Assessment Approved by (Office Holder/Department Head)			Date
Information/Documents Received by			Date