



Holmes County School Board

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 Bonifay, FL 32425
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SUPERINTENDENT
 Buddy L. Brown
BOARD MEMBERS
 Wilburn Baker, Chair
 Leesa Lee, Vice-Chair
 Kaci Johnson
 Alan Justice
 Shirley Owens

Public Records Estimate

Requestor: _____ Date of Request: _____

Estimate Date: _____ Date Completed: _____

Description:

* Estimate includes extensive time to locate, retrieve, review, redact and produce all responsive records. *

Materials	Estimated Qty or Hours	Actual Qty or Hours	Rate	Estimated Cost	Actual Cost
One Sided Copies – per page (no larger than 8.5X14)			\$0.15		
Double Sided Copies – per page (no larger than 8.5X14)			\$0.20		
Media (DVD, CD, etc.)			\$1.00		
Certified Copies – per page			\$1.00		
Special Service Charge			\$20.00		
Packaging and Shipping – based on current rates					
Hourly Labor:					
*Staff Resources					
Legal Review					
*Staff resources are calculated and charged after the first 15 minutes.					
	Total Estimate:				
	TOTAL AMOUNT DUE:				

Please remit payment to:
Holmes District School Board--HR Department
 701 East Pennsylvania Ave.
 Bonifay, FL 32425

Check or money order may be made payable to Holmes District School Bd.
 If billing exceeds \$100, minimum payment due 50%, Under \$100 minimum payment due \$20