



Type of Request \*

I want to see the record(s). Please call me at the above telephone number when the record(s) is/are ready for viewing.

I want copies of the pages in the record(s) that I have marked ('post-its' for single pages or paper clips for multiple consecutive pages).

I want the entire record(s) copied.

I want hard copies of the documents mailed to the physical address above.

I want electronic copies of the documents emailed to the email address above (if applicable).

If other, please describe:

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Records that are already available in electronic format and/or can reasonably be provided in electronic format are provided to the requestor free of charge. Alternatively, a requestor may either view the relevant documents in the Town's offices, or may request hard copies after payment of duplication costs. If the requestor has asked for copies, the Town will calculate such costs within the limits of the PRA, and notify the requestor and the amount. For standard-sized documents, the Town will charge ten (10) cents per black and white page. The Town will provide a quote for color and oversized documents. The Town will begin preparing the materials upon receipt of payment.