

Fees that will be your responsibility (please read carefully)

FOIL response copies are \$.25 per page.

There will be an additional \$ 6.00 charge levied for providing a thumb drive.

There will be an additional \$ 5.00 charge levied for providing a cd.

Employee time spent over 2 hours will be included.

You may have to pay ½ of the expected fee in advance and will be contacted if applicable.

Mailed response requests must include a self-addressed stamped envelope.

With this signature, I agree with the terms set forth and will retrieve and pay for the FOIL Response (if applicable) in a timely manner.

Your Signature_____

**This completed form must be submitted to the Herkimer Village Clerk at
120 Green Street, Herkimer, NY 13350**

For any questions, please call 315-866-3303 option 2 for the Village Clerk.