

ESTIMATE OF COSTS



In accordance with subsection 82(2), you are being advised by this estimate that there is a fee payable for responding to your application for access to records. The estimate is as follows, based on charges authorized under sections 4 and 6 of the *Access and Privacy Regulation*:

APPLICATION NUMBER: _____

Search and Preparation Fee:

Time in excess of two hours _____ hours
Estimated cost (at \$15.00 each half hour) \$ _____

Computer Programming and Data Processing Fee:

- Internal work
Time estimate _____ minutes
Estimated cost (at \$10.00 each 15 minutes) \$ _____
- External Work
Estimated cost (at actual cost) \$ _____

Total of estimated costs \$ _____

Please note: There is generally an additional charge for obtaining copies.

A refund will be made if access to every record requested is refused, or if the actual cost is less than this estimate.

Signed: _____
(Access and Privacy Officer or Coordinator)

Name of Public Body: _____

Address: _____

Date: _____

Please indicate your willingness to proceed by signing below and returning a copy of this form with a cheque payable to _____. Applicants have up to 30 days from the date the estimate is given to indicate if it is accepted or to modify the request in order to change the amount of the fees. After this period, the application would be considered to be abandoned. We shall notify you when the records are ready.

Applicant's Signature: _____ **Date:** _____