**FEE WORKSHEET**

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| File Number: <<Reference\_Number>> |
| 1. Applicant: <<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>> |
| 2. Chargeable: YES / NO Application Fee details entered in FOIMS Fee Mgmt: YES / NO |
| 3. Agency/action area: |
| 4. Reason for charge not being imposed (if applicable): |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RECOMMENDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_APPROVED

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| 5. PRELIMINARY ASSESSMENT |
| a. Search & Retrieval Time |  HRS |  MINS | $ |
| b. Photocopying |  |  | $ |
| c. Sorting and Compiling |  |  | $ |
| d.Dispatch |  |  | $ |
| 6. TOTAL ESTIMATED CHARGE |  |  | $ |
| 7. DEPOSIT SOUGHT |  |  | $ |
| 8. PAYMENT RECEIVED a. Receipt No b. Date / / |
| 9. PROCESSING / ADVANCE DEPOSIT FEE DETAILS ENTERED IN FOIMS FEE MGMT  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RECOMMENDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_APPROVED

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| 10. ACTUAL CHARGE |
| a. Search & Retrieval Time |  HRS |  MINS | $ |
| b. Photocopying |  |  Copies | $ |
| c. Computer Usage |  |  CPU Seconds | $ |
| d. Transcripts  |  |  Pages | $ |
| e. Replaying/Copying Films/Tapes |  |  | $ |
| f. Sorting and Compiling |  |  | $ |
| g. Dispatch |  |  | $ |
| 11. TOTAL CHARGE |  |  | $ |
| 12. LESS DEPOSIT  |  |  | $ |
| 13. NET CHARGE |  |  | $ |
| 14. ACTUAL CHARGES ENTERED IN FOIMS FEE MANAGEMENT | $ |

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