**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): | |
|  | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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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