

	Cost of least expensive form of postal delivery confirmation: \$ _____	
	Cost of expedited shipping or insurance only if specifically stipulated by the requestor: \$ _____	
	SUBTOTAL	\$ _____
Waivers and Reductions**	<p>Subtract any Waiver or Reduction Fee: \$20.00 for indigency or nonprofit organization as further described in the Village of Honor's procedures and guidelines.</p> <p>The Village of Honor reserves the right to determine whether fees are waived based on the assessment that the request enhances the public's understanding of government operations. \$ _____</p> <p>Reduction calculation due to the late response of the Village of Honor: 5% of fee x ____ days late = _____% reduction (maximum reduction is 50%)</p>	
Deposit	Subtract any good-faith deposit received: \$ _____	
	TOTAL AMOUNT DUE	

ESTIMATED COST OF COMPLETION:

- Hours (Researching & Copying) \$ _____
- Paper/Media \$ _____
- Cost for Mailing \$ _____

TOTAL \$ _____

Official, Completing Document, Signature _____ Date _____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the Village of Honor because of the nature of the request in the particular instance, and the Village of Honor specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the Village of Honor in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich. App. Apr. 26, 2011), 2011 WL 1564645.

**A requester's inability to pay fees is not a legal basis for granting a fee waiver. Requests for records about oneself usually do not meet the standard for a fee waiver. The request should not primarily benefit the requester's commercial interests.