



## PUBLIC INFORMATION REQUEST

**Date:** \_\_\_\_\_

**Person Requesting Information:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

Is this a commercial request?  Yes  No

Note: The information being requested may or may not be available at the time of the request. Should this occur, the information will be released at the earliest convenience or within ten business days.

Information requested under the Texas Public Information Act (Texas Government Code, Chapter 552). Please be specific and provide as much information as possible about the documents you are requesting.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Costs for copies may be assessed at \$.10 per page after ten pages. For requests that are 50 pages or more, the Town may charge an additional fee of \$15 per hour for labor, plus allowable overhead charges (Texas Government Code, Chapter 552).

The Town of Prosper may ask for clarification if the request is unclear. The Town of Prosper reserves the right to assert any statutory exemption under the Texas Public Information Act or any other applicable laws governing disclosure.

**Signature:** \_\_\_\_\_

### *Town Use Only*

**Information available by:** \_\_\_\_\_

**Information released to:** \_\_\_\_\_ **AGO request:** \_\_\_\_\_

**Amount due:** \_\_\_\_\_ **Date:** \_\_\_\_\_