

For official use only

Quantity	Service	Fee Schedule	Estimate (Office Use Only)
	Report Search, Production And Redaction	\$35 per hour (under 15 minutes no charge-over 15 minutes = 1/2 hour minimum) plus cost of materials	
	Case Reports	\$10.00 for first 5 pages 25¢ per page thereafter	\$
	Booking Photos	\$5.00	\$
	Photograph CD	\$25.00	\$
	Jail Records	\$10.00 (\$15 if 11 pages or more)	\$
TOTAL OF ESTIMATED CHARGES:		\$	

Payment Waived by _____

Date Payment Requested: _____ Amount: \$ _____ Deposit? Yes No Required Hourly Rate _____

Date Payment Received: _____ Amount: \$ _____ Payment Method: _____ Receipt #: _____

Request Denied/Not Releasable/Out of Retention No Records Found Released Full Report Released Redacted Report

Photos/Video Provided Mailed/Faxed/Emailed or Pick Up Date: _____ Processed By: _____