

## ESTIMATE OF COSTS



In accordance with subsection 82(2), you are being advised by this estimate that there is a fee payable for responding to your application for access to records. The estimate is as follows, based on charges authorized under sections 4 and 6 of the *Access and Privacy Regulation*:

APPLICATION NUMBER: \_\_\_\_\_

**Search and Preparation Fee:**

Time in excess of two hours . . . . . \_\_\_\_\_ hours  
Estimated cost (at \$15.00 each half hour) . . . . . \$ \_\_\_\_\_

**Computer Programming and Data Processing Fee:**

- Internal work  
Time estimate . . . . . \_\_\_\_\_ minutes  
Estimated cost (at \$10.00 each 15 minutes) . . . . . \$ \_\_\_\_\_
- External Work  
Estimated cost (at actual cost) . . . . . \$ \_\_\_\_\_

**Total of estimated costs** . . . . . \$ \_\_\_\_\_

**Please note:** There is generally an additional charge for obtaining copies.

A refund will be made if access to every record requested is refused, or if the actual cost is less than this estimate.

**Signed:** \_\_\_\_\_  
(Access and Privacy Officer or Coordinator)

**Name of Public Body:** \_\_\_\_\_

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

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

Please indicate your willingness to proceed by signing below and returning a copy of this form with a cheque payable to \_\_\_\_\_. Applicants have up to 30 days from the date the estimate is given to indicate if it is accepted or to modify the request in order to change the amount of the fees. After this period, the application would be considered to be abandoned. We shall notify you when the records are ready.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_