



## EXHIBIT A

### Fee Itemization Schedule

Component	Cost Calculations	Total
Labor Costs – Search, Location, and Examination	Hourly wage of lowest paid capable employee: \$ _____  \$ _____ multiplied by the 50% fringe benefit multiplier = \$ _____  \$ _____ + \$ _____ = \$ _____ hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = \$ _____ (A)  Number of 15-minute time increments (“Units”) ____ (B)  $\text{\$ } \underline{\hspace{2cm}} \text{ (A) } \times \underline{\hspace{2cm}} \text{ (B) } =$	\$
Labor Costs – Redaction	Hourly wage of lowest paid capable employee: \$ _____  \$ _____ multiplied by the 50% fringe benefit multiplier= \$ _____  \$ _____ + \$ _____ = \$ _____ hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = \$ _____ (C)  Number of 15-minute time increments (“Units”) ____ (D)  $\text{\$ } \underline{\hspace{2cm}} \text{ (C) } \times \underline{\hspace{2cm}} \text{ (D) } =$	\$
Labor Costs – Duplication and Copying	Hourly wage of lowest paid capable employee: \$ _____  \$ _____ multiplied by the 50% fringe benefit multiplier = \$ _____  \$ _____ + \$ _____ = \$ _____ hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = \$ _____ (E)  Number of 15-minute time increments (“Units”) ____ (F)  $\text{\$ } \underline{\hspace{2cm}} \text{ (E) } \times \underline{\hspace{2cm}} \text{ (F) } =$	\$
Non- Paper Physical Media	Actual and most reasonably economical costs of:  Flash Drives \$ <u>5.00</u> x Number used ____ = \$ _____ (G)  Compact Disc \$ <u>0.19</u> x Number used ____ = \$ _____ (H)	



	$\underline{\hspace{2cm}} \text{ (G)} \times \underline{\hspace{2cm}} \text{ (H)} =$	\$
Paper Media	Paper (8 ½ x 11) \$ 0.10 x Sheets used _____ =	\$
Mailing	Cost of least expensive postal deliver confirmation \$ _____ (I)  Incremental cost of expedited/insured shipping* \$ _____ (J)  _____ (I) x _____ (J) =	\$
*Only upon stipulation of requestor		
<b>Subtotal (K):</b>		<b>\$</b>
Reductions for Delayed Response	Days of late FOIA Request Response ____ x 5% = ____% (L)  Subtotal _____ (K) x _____%(J) =	-\$
Statutory Fee Waiver	Subtract indigency fee waiver (\$20) if applicable	-\$
Voluntary Waiver	Subtract amount waived pursuant to DWIHN determination that production is in the public interest, if applicable.	-\$
Deposit	Subtract any amount previously provided by requestor as a deposit, if applicable	-\$
<b>Total Due:</b>		<b>\$</b>