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## Public Information Request

*\* The City has 10 business days from the date of the filed request to process your application. By signing below, you are agreeing to the terms and conditions of this agreement and understand that the fees listed below are subject to additional labor costs incurred by the City in providing the requested information.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

### Requested Information:

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### Public Information Charges:

(Per Public Information Act, Texas Government Code, Section 552, Subchapter F)

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| Standard-size paper copy<br>(up to 8.5" x 14")                   | \$.10 per page (for 50 pages or less;<br>however,<br><br>*if records are stored at a remote storage<br>facility, at two or more separate<br>buildings that are not connected or<br>consists of over 50 pages, then labor and<br>overhead charges are applicable*.) |
| Nonstandard-size copy (oversize<br>paper, specialty paper, etc.) | \$.50 per page   |
| Labor Charge*  | \$15.00 per hour   |
| Overhead Charge*   | 20% of labor charge  |
| Postage & Shipping Charge  | Actual Cost  |
| Accident Report  | \$6.00   |

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

Administration    Fire Department    Police Department    Municipal Court    Maintenance / Bldg

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_