



PUBLIC INFORMATION REQUEST

Contact Information

- Organization _____
- Name _____
- Phone Number _____
- Mailing Address _____

- Email _____

Charges & Estimates

\$0.10 / Page per Copy Overhead Costs (Labor total x \$.20)
 \$15.00 Labor per Hour Shipping Costs per USPO

- You are required to confirm in writing acceptance of estimated cost

Accepted Estimated Cost By: _____

- Requests will not be provided until payment is received
- DSWSC is allowed 10 Business Days to complete your request after you provide acceptance of estimate
- Labor and Overhead charges shall be assessed for requests that exceed 50 pages

Request: provide specific details

DSWSC Use Only

Type of Request: Email US Mail Phone Walk In

Received by Staff Member: _____ Date _____

Prepared by Staff Member: _____ Date _____

Completed Date: _____

Delivered by: Email US Mail Picked Up

TIPS

Email:
 Print out the public information request form, complete it, scan it, and email form to:
rickb@drippingspringswater.com

Mail or Drop Box:
 Print out the public information request form, complete it and submit your form to:

DSWSC
 101 Hays Street, Suite 416
 Dripping Springs, TX. 78620