

**TOWN OF MEXICO  
INFORMATION REQUEST**

Date \_\_\_\_\_

Request from:      Name: \_\_\_\_\_

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

                         Telephone: \_\_\_\_\_

Information or Document Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note: State of Maine law allows for copying and research fees to be charged for information requests. Copying fees are \$.30 per page. Research fees are \$10 per hour after the first hour, MRS, section 402(3);1 MRS section 402(3)(B).

If the estimated amount of time to fulfill the request is greater than \$20, the requester must be notified before proceeding. If cost estimates are greater than \$100, the Town may request payment in advance, MRS section 408 (4) & (5).

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I have received the above requested information from the Town of Mexico.

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

Town official's initials: \_\_\_\_\_