



**PUBLIC RECORDS REQUEST  
Statement of Commercial Purpose  
Pricing Computation Worksheet**

This worksheet will be used to help determine the value of the requested public information on the commercial market.

**The specific information which will be used from the information requested is:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please mark and complete the choice below that describes how the public information will be used.  
This information will be used for:**

- Sale or re-sale to \_\_\_\_\_ (market) for  
\$ \_\_\_\_\_ (cost) per \_\_\_\_\_.
- Producing a document, information or other material containing all of part of the information in the public record (describe document/material and price):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Solicitation to \_\_\_\_\_ (market) for  
\_\_\_\_\_ (what) or \$ \_\_\_\_\_ (price).
- Soliciting a business or commercial relationship (describe relationship and give price or value):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other purpose (describe purpose and give price or value):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**For Department Use Only:**

Cost for obtaining original or copies of requested information: \$ \_\_\_\_\_

Cost of time, materials, equipment and staff to produce requested information: \$ \_\_\_\_\_

Value of reproduction on commercial market as best determined by public body: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_