



979-265-2541  
Fax: 979-265-4551  
[www.clutetexas.gov](http://www.clutetexas.gov)

**RE: Open Records/Public Information Requests**

To whom it may concern,

Below are the fees/costs for all Public Information requests.

Payments can be submitted:

In the form of a check or money order to the City of Clute, 108 E. Main Street, Clute, Texas 77531 to the attention of the City Clerk's Office

-Or-

On the website at [www.clutetexas.gov](http://www.clutetexas.gov) under On-Line Bill Pay (Miscellaneous Payments Easy Pay). Please note that payments made on-line will incur a 3% Convenience Fee

\$.10 per page or part of a page. Each side that has recorded information is considered a page.

\$15.00 an hour for labor costs incurred in processing a request for public information. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information. Labor charge will not be billed for requests that are for 50 or fewer pages. (a page consists of only one side of paper both sides are two pages)

When the request has been completed you will be notified of the costs that were incurred for the process. Once we receive payment, the records requested will be sent to you.

***By signing this document, you are agreeing that you understand the terms of payment for the information being requested.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**\*\*We will proceed with your request once we receive this signed document. Please email this document back to [rosie@clutetexas.gov](mailto:rosie@clutetexas.gov)**

Best Regards,  
Rosie Poitevint  
City Clerk, City of Clute