

REQUEST FOR COPIES OF TOWNSHIP DOCUMENTS

1. DESCRIPTION OF SERVICES. Copies of Township documents

2. DATE OF REQUEST: _____

3. REQUESTED COPIES:

4. PAYMENT. The requesting party will pay a fee to the Township for the service in the amount of \$.25 per copy, (either by fax or hard copy), plus \$20.00 an hour for the time required to find and compile the data (Minn. Stat.13.03, subd. 3c).

5. COPIES. All copies may be picked up in person, faxed, or deposited in the United States mail, when payment and **postage are prepaid**, addressed as follows:

Name: _____

Address: _____

City: _____ State: __ __ Zip Code: _____

6. Requests by mail may be sent to:

**Ravenna Township
Ravenna Township Clerk / Treasurer
20425 Red Wing Blvd.
Hastings, Minnesota 55033**

7. Name of party requesting services is optional (Minn. State. 13.05 subd. 12):

Name: _____

8. Help with this form may be obtained by calling Caroline Spurgeon at 651-480-1902.