



City of Montesano

Home of the Tree Farm

www.montesano.us

112 N. Main Street
Montesano, WA 98563

TEL (360) 249-3021

Public Records Request

Person Making Request _____

Address _____

City _____ State _____ Zip _____ Phone _____

Date of request _____ If emergency, indicate date desired _____

Please describe below the records you are requesting and any additional information that will help us locate them as soon as possible.

I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes. I agree to pay the City of Montesano the per copy/scan charge. For paper or copies of records which must be scanned in order to produce, there is a charge of \$0.15 per page. This amount will need to be paid to the City before copies (paper or scanned) are made. Copies of photographs, oversized documents, videos, CDs and other forms of reproduction are provided at the actual cost.

Signature _____

City Use Only:

Person receiving request _____

Department _____

Date of response _____

Number of copies/scans provided: _____ Date provided: _____

Total charge: _____ copies/scans at \$.15 per =\$ _____.