



PUBLIC RECORDS REQUEST

BWA Use Only: Date Received: _____
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The Benbrook Water Authority is pleased to comply with your request for information. We do, however, require you to complete the following information as it applies to you and ask that you be very specific in your request.

Name: _____

Company: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

What is your specific information request? Be very detailed.

Preferred format: Electronic (if available) Paper

Preferred delivery: Pick Up U.S. Postal Email Fax

I understand that there is a charge of \$.10 per page for standard paper copies and \$.50 per page for non-standard paper copies, plus any applicable charges for providing information as outlined in Title 1, Part 3, Chapter 70, of the Texas Administrative Code. If the estimated charges are more than \$40 BWA will contact me prior to the completion of my request.

Signature: _____ Date: _____

BWA Use Only: Routed to: _____ on _____ Completed by _____ on _____ Amount Due: _____ Records Destruction Date: _____
