

## Sample estimate of costs

<b>Locations searched</b>	•
<b>Search terms used</b>	•
<b>Date range</b>	DD/MM/YY–DD/MM/YY
<b>Estimated no. of documents at issue/to be searched through</b>	
<b>Chargeable activities required</b>	<input type="checkbox"/> Search and retrieval <input type="checkbox"/> Collation <input type="checkbox"/> Research (reading and reviewing to identify the information) <input type="checkbox"/> Editing (excising or redacting information to be withheld) <input type="checkbox"/> Scanning / copying <input type="checkbox"/> Reasonably required peer review to ensure that these tasks have been carried out correctly
<b>Estimated minutes per document to complete chargeable activities</b>	
<b>Estimated total time to complete chargeable activities</b>	
<b>Estimated no. of pages to be photocopied</b>	

	<b>Quantity</b>	<b>Price</b>	<b>Totals</b>
<b>Labour</b>	[A] hours	\$38/half hour, with the first hour free	\$(A - 1 x \$76)
<b>Photocopying (if applicable)</b>	[B] pages	\$0.20/page, with the first 20 pages free	\$(B - 20 x \$0.20)
<b>Other (specify)</b>		\$	\$
<b>Discount applied due to public interest / hardship (if applicable)</b>		[1–100] %	- [amount of discount]
		<b>Total cost</b>	