

Sample estimate of costs

Locations searched	•
Search terms used	•
Date range	DD/MM/YY–DD/MM/YY
Estimated no. of documents at issue/to be searched through	
Chargeable activities required	<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
Estimated minutes per document to complete chargeable activities	
Estimated total time to complete chargeable activities	
Estimated no. of pages to be photocopied	

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