



**Town of Orange
Town Manager's Office**

119 Belleview Avenue, Orange Virginia 22960 - 1401
Phone: (540) 672-5005 Fax: (540) 672-4435
Email: townmanager@townoforangeva.org

REQUEST FOR INFORMATION FORM

Every effort will be made to expedite your request for information within Five (5) working days. Please be aware that some requests may involve duplicating large volumes of material or require lengthy research, therefore a charge may be incurred. If the estimated charge exceeds \$200.00, the Town will notify the individual of the charge before the request is processed. Please note: Notification and Commitment of payment, in such cases, must be made by the requestor in order for the information request to be completed.

Name: _____

Address: _____

Phone: Home - _____ Work - _____ Fax- _____

I am requesting the following information:

- I will pick up this information once I have been notified that it is ready.
- I would like this information to be mailed to me at the above address.

Date

Signature

FOR OFFICE USE ONLY

Authorized By:

Greg Woods (date)
Town Manager

or

Gail S. Marshall (date)
Town Attorney

FOIA Request Completed By: _____

Date: _____

Information mailed or picked up on _____ by _____.

"A Main Street Community"
&
"A Designated Enterprise Zone"