

SAMPLE FOIA REQUEST

***Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. ***

Name and Address of Public Body Receiving Request: ACURA INC.

556 COUNTY LINE ROAD, BENSENVILLE, IL. 60106

Date Requested: 6/26/2014

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: DOMENICO DIGIOIA

Street Address: 556 COUNTY LINE ROAD

City/State/County Zip (required): BENSENVILLE, IL. 60106

Telephone (Optional): 630-766-9979 EXT. 1001 E-mail (Optional): NICO@ACURAINC.COM

Fax (Optional): 630-766-6826

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

UNIT PRICE BID TABULATIONS FOR ALL BIDDERS FOR CONTRACT NO. I-13-4607

Do you want copies of the documents? **YES** or NO

--Do you want Electronic Copies or Paper Copies? ELECTRONIC

--If you want Electronic Copies, in what format? .PDF

Is this request for a Commercial Purpose? **YES** or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? **YES** or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).