

BEFORE



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES

Public Records Unit · PO Box 44632 · Olympia, WA 98504-4632
360.902.5556 Fax: 360.902.5529

August 31, 2007

JOHN SMITH
100 GREEN ST.
SEATTLE, WA

RE: Request received August 31, 2007
Business Name: STANDARD RESOURCES
Inspection Number: 123456789

Dear Mr. Smith:

We received your public records request and are assembling the materials requested. Your estimated response date is September 14, 2007.

Charges apply for copies of responsive materials. If there is a charge, the records will be sent to you with an invoice that is due upon receipt. Photocopies cost 15 cents per copy. Note: If your bill is for more than \$100, we will send you a pre-payment invoice and wait for your payment before sending the records.

If you prefer to inspect the records before deciding what you want copied, please call me at (360) 902-5532. We can schedule a file review, when the records become available. File inspections are only available at our Tumwater office.

Please call if you have questions or need further assistance.

Sincerely,

Mary Jones
Public Records Unit
(360) 902-5532

Request ID # 12345

