

CITY OF NATCHITOCHEs

Oldest Settlement in the Louisiana Purchase

INFORMATION REQUEST FORM (Type or Print Legibly)

DATE OF REQUEST: _____

NAME: _____

ADDRESS: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

Each item of requested information is to be submitted on a separate
"Information Request Form"

We shall endeavor to have all requested information available to you by the date you have requested;
however, this is not always possible and in some cases, your request may be delayed.

Standard Costs

Data Processing Time \$25.00
CD \$10.00/disc
B&W copies \$1.00/page

.....
INFORMATION REQUESTED (please be specific as possible so that we can better understand what
you are looking for and respond quickly)

Signature of Person Filling Out Request

Mayor

.....
Date Material Received: _____
Employee: _____

Number of Copies: _____
Amount: _____
Receipt Number: _____

700 Second Street, Post Office Box 37, Natchitoches, Louisiana 71458-0037
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Fax (318) 357-3829