



Document Request

Name: _____

Address: _____

Phone: _____

Email: _____

Specific Information Requested: _____

Desired delivery of information: Mail Fax Email Pick up

I am aware that there may be a cost involved with gathering these documents. The cost may be per hour and per page copied. If the request is delivered by email, there will be no cost per copy. I understand that if I need to view the file prior to determining which documents I need I will need to schedule that with a staff person.

Signature

Date

SHA will attempt to provide all requested documentation in a reasonable timeframe. Usually no later than 10 business days.