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| REDACTED | Area G-GOAGVictoria QuayEdinburgh EH6 6QQDate 30.09.16 |

Dear REDACTED

**Freedom of Information Request**

Thank you for your email of 09 September 2016 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

1. How many printers does your department have?

2. How many printer toners or cartridges are currently being stored on-site stored within your department office? Please state if you do not know.

3. How often does your department office re-order printer toners or cartridges? If you do not know the exact time frame, please specify if it is:

a) daily

b) weekly

c) fortnightly

d) monthly

e) less than once per month

f) I don't know

4. How much does your department you spend each month on printer toners and cartridges? If you do not know the exact cost, please specify which bracket the cost falls under:

a) less than £100

b) £100 - £250

c) £250 - £500

d) £500 - £1,000

e) more than £1,000

f) I don't know

Having completed our search for this information, here are the answers to your questions in the order you asked them.

1. 7

2. 5

3. e)

4. approx. £200 per month

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

REDACTED