



CUSTOMER'S WORK ORDER AUTHORIZATION
REQUEST FOR CHANGE TO WATER SERVICE

Date of Request: \_\_\_\_\_ Date work to be done: \_\_\_\_\_ Time: \_\_\_\_\_

Location of work: \_\_\_\_\_ Water Account number: \_\_\_\_\_

Will someone be home? [ ] yes [ ] no Confirmed with Works & Operations Staff [ ]

The date and time must be confirmed when this form is filled out!

This request is made by the:

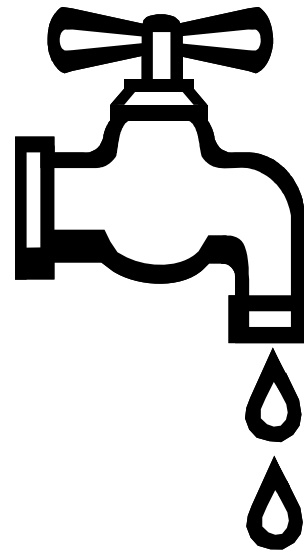
- [ ] Owner/Business Operator [ ] Contractor

The work to be performed is:

- [ ] Turn water ON \$62.19

The owner/contractor must be present when water turned on!

- [ ] Turn water OFF \$62.19
[ ] Turn water ON and OFF \$124.38
[ ] Turn water OFF and ON \$124.38



Payment information

- [ ] Paid at time of request
[ ] To be invoiced (contractor only) Mailing address: \_\_\_\_\_

Water turn on effective billing date: \_\_\_\_\_ (to be filled in by Accounts Clerk)

Water turn off effective billing date: \_\_\_\_\_ (to be filled in by Accounts Clerk)

Please perform the above-noted work. To my knowledge, there is no dispute with any tenant(s) at this location.

Name of Customer (please print): \_\_\_\_\_

Signature of Customer: \_\_\_\_\_

Information taken by (Town staff name): \_\_\_\_\_

- [ ] Information has been entered in spreadsheet M:4-5/4-5-15/Water Off.On/2012

pc: Leah Ritchie, Accounts Clerk
Works & Operations
Janet Clark, Accounts Receivable (contractor invoicing only)
Original to property file