



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:

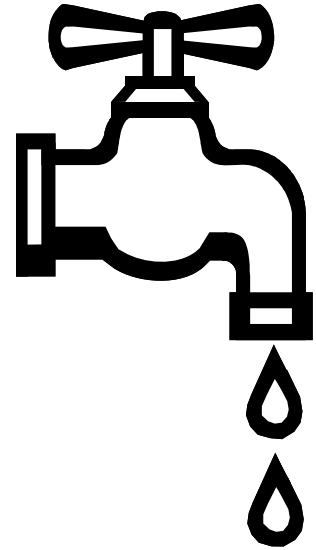
[] Owner/Business Operator [] Contractor

The work to be performed is:

[] Turn water ON \$60.67

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

- [] Turn water OFF \$60.67
[] Turn water ON and OFF \$121.34
[] Turn water OFF and ON \$121.34



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/2011

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