



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

Date of Request: _____ Date work to be done: _____ Time: _____

Location of work: _____

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:

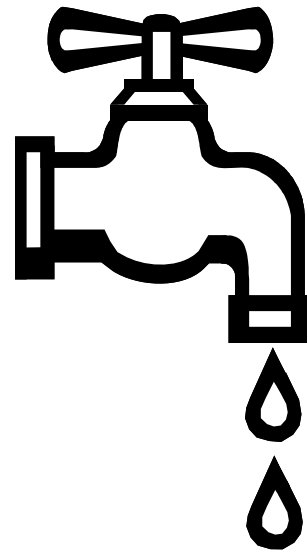
- Owner/Business Operator Contractor

The work to be performed is:

- Turn water ON \$59.19

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

- Turn water OFF \$59.19
 Turn water ON and OFF \$118.38
 Turn water OFF and ON \$118.38



Payment information

- Paid at time of request
 Please add this charge to my water account (ONLY if account is current)

Water Account number: _____

- 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/2010**

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