



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

Date/Time of Request:

Request Made By:

<b>PROPERTY INFORMATION</b>	
ADDRESS:	WATER ACCOUNT #:
Will someone be home? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Note: If water is being turned <b>ON</b>, someone is required to be home</i>	Phone Number:
Request made by: <input type="checkbox"/> Owner/business operator <input type="checkbox"/> contractor <input type="checkbox"/> POA	
<b>Work to be preformed:</b>	
<input type="checkbox"/> Turn water <b>on</b>	Fee: \$30.00 ( <i>Authorised person must be present</i> )
<input type="checkbox"/> Turn water <b>off</b>	Fee: \$30.00
<input type="checkbox"/> Turn water <b>on &amp; off</b>	Fee: \$60.00 ( <i>same day/regular business hours</i> )
<i>*Note: Additional charges may apply if the requested time is outside of business hours or if the request is not a same day service.</i>	
<b>Payment Information:</b>	
<input type="checkbox"/> Paid at time of request	
<input type="checkbox"/> To be Invoiced	Mailing Address:
To the best of my knowledge, there is no dispute with any tenant(s) at the above location. Please preform the above noted work. To be completed by Township Staff:	

Confirmed off by:	Name:	Date/Time:
Confirmed on by:	Name:	Date/Time: