

Utility Service Change

Date: _____

CUSTOMER INFORMATION	NEW CUSTOMER INFORMATION
Name:	Name:
Account #:	Account #:
Service Address:	Service Address:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:

SERVICE INFORMATION						
Type		Add	Remove	Reason for Change	Reading	Notes/Customer Signature
WATER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SEWER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X	
GAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
GARBAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X	
LPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X	
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X	

OFFICE USE ONLY			
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Work Order Written <input type="checkbox"/> Change In System <input type="checkbox"/> Notify Garbage Service <input type="checkbox"/> Site ID # _____ </td> <td style="width: 50%; vertical-align: top;"> Closing Account <input type="checkbox"/> Generate Final Bill <input type="checkbox"/> Apply Deposit <input type="checkbox"/> Generate Refund/Bill <input type="checkbox"/> File with Application </td> </tr> </table>	<input type="checkbox"/> Work Order Written <input type="checkbox"/> Change In System <input type="checkbox"/> Notify Garbage Service <input type="checkbox"/> Site ID # _____	Closing Account <input type="checkbox"/> Generate Final Bill <input type="checkbox"/> Apply Deposit <input type="checkbox"/> Generate Refund/Bill <input type="checkbox"/> File with Application	
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Processed By:			
COMMENTS			