

UTILITY SERVICE ORDER

SERVICE INFORMATION

SERVICE LOCATION			ACCOUNT NO.	
NAME			DEPOSIT NO.	
MAILING ADDRESS			AMOUNT \$	
CITY	STATE	ZIP CODE	PHONE NO. ()	
PRINT NAME		SIGNATURE		DATE

SERVICE REQUESTED

- ☐ Turn On Read Remove Lock
 ☐ Turn Off Read Lock Meter
 ☐ High Bill Read Check Meter
 ☐ Water Pressure
 ☐ Meter Leak Read Check Meter
 ☐ Account Update
 ☐ Water Quality

COMMENTS		
ORDER WRITTEN BY	DATE	TIME

SERVICE COMPLETED

METER BRAND	SERIAL NO.	SIZE	METER READING	
COMMENTS			COMPLETED BY	
			DATE	TIME

FOLLOW-UP

COMMENTS

SERVICE HISTORY

BILL DATE	BILLING PERIOD		METER READING	USAGE	COMMENTS
	FROM	TO			