



NEW CUSTOMER SET UP FORM

CONNECT DATE: _____ ACCOUNT NUMBER: _____ (Provided by Office)

NEW CUSTOMER NAME: _____

SERVICE ADDRESS: _____

MAILING ADDRESS: _____

PHONE: 1) _____ 2) _____

EMAIL (**required**): _____

FAMILY SIZE: _____ **GARBAGE CAN NEEDED?** YES / NO **CUSTOMER TYPE:** RENTER / OWNER

LANDLORD'S NAME: _____ PHONE: _____

LANDLORD'S ADDRESS: _____

EMAIL: _____

OFFICE USE ONLY

GARBAGE REQUEST ADDED TO WORK ORDERS?

METER READ: _____ DATE: _____

CONNECTION FEE OF \$25.00 ADDED

PAPER STATEMENT FEE REMOVED: YES/NO

EMAIL ADDED: YES / NO

WELCOME EMAIL SENT: YES / NO

TERMINATED CUSTOMER INFORMATION

DISCONNECT DATE: _____ ACCOUNT NUMBER: _____

TERMINATED CUSTOMER NAME: _____

SERVICE ADDRESS: _____ PHONE: _____

FORWARDING ADDRESS: _____

ENTERED IN COMPUTER BY: _____ DATE: _____