

City of New Meadows

Service / Work Order

Created By: *

Created Date:

SERVICE INFORMATION

Service Address:

Due Date:

Comments:

CUSTOMER INFORMATION

Customer Number:

Customer Name:

Phone Number:

ACTION REQUESTED

- Check Meter
- Re-Read Meter
- Replace Meter
- Turn on service
- Turn off service
- Leak Check
- Lid Replacement
- Install Water Meter / Connection
- Install Sewer Connection
- OTHER _____

CURRENT METER INFORMATION

Meter ID

Manufacturer

UNKOWN

Size

*

Serial Number

Last Reading Date

Last Reading

CURRENT READING _____

DATE OF READING _____

Comments:

Completed By: _____

Completed Date: _____

Requested By: _____

Requested Date: _____

OFFICE USE ONLY

Scanned ___/___/201__

Office Staff Initials: _____

File in Property Files AND File in Service Order Book

Service Fee Charged \$ _____

Fee Charged ___/___/___