

# GREENTOWN UTILITIES

112 N. Meridian St. PO Box 247 Greentown, IN 46936 ~ Phone: 765-628-3263 Fax: 765-628-4002

## SERVICE ORDER

**Water - Wastewater - Trash – Storm Water – Hydrant**

TURN ON \_\_\_\_\_ Water Waste Water Trash Storm Water Hydrant DATE: \_\_\_\_\_

SHUT OFF \_\_\_\_\_ Water Waste Water Trash Storm Water Hydrant S.O.N.P. \_\_\_\_\_

NAME: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL \_\_\_\_\_ Date wanted: \_\_\_\_\_ Time \_\_\_\_\_

PAPERLESS \_\_\_\_\_

START Meter Reading \_\_\_\_\_

WATER METER DEPOSIT NO. \_\_\_\_\_ DATE \_\_\_\_\_

SHUT OFF Meter Reading \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ CK# \_\_\_\_\_ CA \_\_\_\_\_

METER # \_\_\_\_\_

SIGNATURE OF APPLICANT (requesting service) \_\_\_\_\_

\_\_\_\_\_ **At Turn On** - Initial your agreement. (GREENTOWN UTILITIES RESERVE THE RIGHT TO NOTIFY OWNER IF ACCOUNT BECOMES DELINQUENT.)

\_\_\_\_\_ **At Shut Off** - Initial you will leave toters. (Toters are the property of the Trash Contractor and must remain on the property.)

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

IN COMPUTER \_\_\_\_\_ CARD \_\_\_\_\_ METER BOOK UPDATE \_\_\_\_\_

SERVICE DEPOSIT-DAILY EXCEL BOOK \_\_\_\_\_ EXCEL UTILITIES REPORT \_\_\_\_\_ BILLING CODES UPDATED \_\_\_\_\_

Service Deposit Refund/Applied \_\_\_\_\_ Check Number \_\_\_\_\_ Check Amount \_\_\_\_\_ Account paid in full \_\_\_\_\_