

Please be advised that you are responsible to call our office to cancel utility services under your name. If you don't call and fax this Service order back to our office you will be responsible to pay any outstanding balance.

CITY OF MENDOTA  
CUSTOMER SERVICE ORDER/Closed Accounts

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Taken By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

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Lock     Unlock     Reread Meter     New Acct.     Closed Acct.

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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Location: \_\_\_\_\_

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Mailing Address: \_\_\_\_\_

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Meter Reading: \_\_\_\_\_

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Account No.: \_\_\_\_\_ Route/Service No.: \_\_\_\_\_

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\_\_\_\_\_ Am responsible for the bills as of \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address

C:\Users\officemax\AppData\Local\Microsoft\Windows\Temporary Internet  
Files\Content.Outlook\ZT5BPCRI\Water and Sewer Close Account Request.doc