

**TOWN OF TEN SLEEP  
REQUEST FOR WATER SHUT OFF**

**NAME:** \_\_\_\_\_

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

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**REQUEST DATE:** \_\_\_\_\_

**TURN OFF DATE:** \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**WITNESS:**

**DATE:**

\_\_\_\_\_

**Seasonal Water Shutoff & Billing Policy**  
**Town of Ten Sleep**  
**1/20/2016**

**Billing Policy**

1. Water tap rates can found in section 7-1-21 of the Town Code.
2. Meters are read once monthly on or around the 27<sup>th</sup> based on holiday and weekend schedules. If the 27<sup>th</sup> falls on a weekend or holiday, the meter reading date will be moved forward to the next later non-holiday work date.
3. If a customer requests a seasonal shutoff **before the 27<sup>th</sup>**, the customer will receive a final bill based on the meter reading taken on the 27<sup>th</sup>.
4. If a customer requests a seasonal shutoff **after the 27<sup>th</sup>**, the customer **will receive 2 bills:**
  1. Bill #1 for the normal billing cycle
  2. Bill #2 for the following month. To avoid this 2<sup>nd</sup> bill, request the shutoff prior to the 27<sup>th</sup>.
5. All bills will include the normal monthly base rate plus any overage or penalty charges.

\_\_\_\_\_  
Requested Turn-OFF Date

\_\_\_\_\_  
Customer Signature & Date