

THIS IS YOUR WATER BILLING RECORD CARD

ACCOUNT # _____ MAP LOCATION # _____ DAYTIME PHONE # _____

NAME: _____ SERVICE ADDRESS: _____

You may Fax your reading to us on this card at 605-428-3395, if you have set up a payment arrangement with us in advance.

		JAN. 1	FEB. 1	MARCH 1	APRIL 1	MAY 1	JUNE 1
1.	Present Reading	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
2.	Previous Reading	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
3.	Gallons Used	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
4.	Amount Due	\$					
5.	ADD LATE PAYMENT CHARGE	\$					
6.	Adjustments	\$					
7.	Total Payments	\$					
		JULY 1	AUG. 1	SEPT. 1	OCT. 1	NOV. 1	DEC. 1
1.	Present Reading	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
2.	Previous Reading	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
3.	Gallons Used	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
4.	Amount Due	\$					
5.	ADD LATE PAYMENT CHARGE	\$					
6.	Adjustments	\$					
7.	Total Payments	\$					

INSTRUCTIONS:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Starting from the left, enter the first <u>four</u> numbers on the meter including all zeroes. 2. Transfer the number from the previous month's line 1 to line 2. 3. Subtract the previous from the present reading. 4. Fill in the charge from the rate chart on the reverse side. | <ol style="list-style-type: none"> 5. If you are mailing this payment after the 15th, add \$5.00 on this line. 6. Enter any credit or amount owed from errors on previous month. 7. Add lines 4, 5 & 6 and enter the total. 8. Copy these numbers to the billing card and send in with your payment of the total shown. |
|---|---|