



CITY OF TERRELL WATER SERVICE REQUEST									
ADDRESS			ACCOUNT NUMBER			CUSTOMER INFORMATION			
						Name:			
OFFICE USE ONLY * DO NOT WRITE BELOW									
DATE ORDERED	TAKEN BY	DATE WANTED	IN PERSON	PHONE	MAIL	Business/Occupation:			
CONNECT		DISCONNECT		NON-PAY		ALTER SERVICE			
PRINT NAME:						Telephone Number:			
MOVING TO:						Name of Spouse:			
MOVING FROM:						Mail Bill To:			
MAILING ADDRESS:						Service Address:			
ON DATE:						Print Name:			
ON READ:						Signature:			
OFF DATE:						Drivers License Number:			
OFF READ:						Social Security: Number:			
DEPOSIT NUMBER:			AMOUNT \$			Date of Birth:			
SPECIAL INSTRUCTIONS		HOLD	SIGN OVER DEPOSIT	OFF	TEMP.				

1. Please fill out the CUSTOMER INFORMATION, right hand side only. **Do not write in the left box (this is for office use).**
2. A clear copy of drivers license is needed and must match person named on account.
3. For residential accounts a charge of \$100.00 is required. This includes the \$35.00 connection/reading fee and \$65.00 deposit (\$260.00 total for a Business). If this is a non-business or non-*single* family residence, please call for correct amounts.
4. The above information with correct fee can be brought into our office, or mailed. *We can initiate service as soon as the next business day from receiving this. **Someone must be present during the connection.*** All connections are done M-F, between a two and a half hour time frame; 8:30 to 11:00. ***Please specify date you are able to be there for connection.***

P.O. BOX 310 • 201 E. Nash Street • Terrell, Texas 75160 • (972) 551-6600  
 The mission of the City Council of the City of Terrell, Texas, is to create pride by serving the community in a proactive manner and to enhance the quality of life through providing the highest level of services in the most efficient manner.