



Utilities – Water & Sewer
407 Birch Ave SW, P. O. Box 810 Napavine, WA
98565 Phone: (360) 262-3547 Fax: (360) 262-9199
www.cityofnapavine.com

Service Call Request

I, \_\_\_\_\_ (Applicant Name), requests that the water service
\_\_\_\_\_ (Service Address) to be Shut-off for the following reasons
\_\_\_\_\_.

Important Information – Please Read and check the boxes that apply to your request.

[ ] I understand that there is a \$20.00 fee for temporary shut-off for any circumstance with
exception to shut-off for non-payment during normal business hours. (NMC 13.04.020)

OR

[ ] I understand that there is a \$75.00 fee for temporary shut-off for any circumstance with
exception to shut-off for non-payment during after-hours of 4:30 pm weekdays or on weekends.
(NMC 13.04.020)

OR

[ ] I understand that there is a \$10.00 fee for re-reading meters if there is no error in the original
reading and the meter is functioning correctly. (NMC 13.04.030)

AND

[ ] I agree that the temporary shut-off fee will be assessed to my utility bill, and I will be billed on
the next billing cycle.

Account No.: \_\_\_\_\_ Date of Service Call: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OFFICIAL USE ONLY

Meter Number: \_\_\_\_\_ Previous Billing Read: \_\_\_\_\_

Shut off Read: \_\_\_\_\_ Turn On Read: \_\_\_\_\_

Consumption: \_\_\_\_\_ Employee & Posted Date: \_\_\_\_\_