

Date

Name  
Address  
Address

Subject: This is your invoice for electric service at:

Dear:

With your returned service application, you are on your way to having electric service installed at your location.

Please confirm that the following electric service details are correct. If not, please call me right away.

Type:	Subdivision:
Class:	Lot #:
Size:	Work Request #:
Voltage:	

**Your next steps are to:**

1. *Send in payment for electric service installation.*
  - **The cost for electric service installation is:** \$
  - This includes \$XXX.XX for installation from December 1 through March 1.
  - Surface restoration is included. Within a few weeks after construction, restoration will be completed (weather permitting).
  - We must receive your payment and electrical inspection before we can schedule your installation.

Please include the service address with your payment, and send it to us in the enclosed envelope.

  - In the event we encounter unusual conditions during the installation of your service, there may be additional charges.
  - This amount is valid for 90 days from the date of this letter.
  - If an additional cost estimate is needed within 12 months, there will be a charge for preparing the new estimate.
2. *Sign and return on of the enclosed sketches.*
  - Review, sign and return an enclosed sketch in the envelope provided.
  - Draw and label any private underground facilities on the sketch.
  - We must receive your approved and signed sketch before step #3 below.
3. *Send or fax the Ready for Service card when the site is ready for electric service installation.*
  - Your construction site is ready for service when requirements 1-4 on the *Ready for Service* card are met.
  - When we receive your card, we will call you to discuss the installation.
4. *Mark private underground facilities.*
  - Locate and mark (with stakes, spray paint or flags) or expose any customer-owned underground obstructions or facilities.
  - If you are not sure what this includes, please call for more information.
  - We Energies and/or it's agents will not be held responsible for damage to unmarked, private facilities.

**Contact me for all of your electric installation needs.**

I'm here to make sure your questions are answered and any concerns you have are addressed. On behalf of We Energies, I appreciate the opportunity to serve you and look forward to providing you with safe, reliable and reasonably-priced electricity.

Sincerely,

We Energies rep

Title

Phone      Fax