



City of Princeton  
123 W. Princeton Drive  
P.O. Box 970  
Princeton, Texas 75407  
Phone: 972-736-2711  
Fax: 972-734-2548  
[www.princetontx.gov](http://www.princetontx.gov)

### **PERSONS REQUESTING CHANGES OR ADJUSTMENTS**

Customer name: \_\_\_\_\_

Account number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

*Please explain in detail the reason you are requesting a change or adjustment on your current Utility Services Account.*

*Customer requests re-read (if reading is correct the account will be charged \$ 5. 00)*

*Customer has had a leak (please attach a copy of your repair bill)*

*Change to your account*

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*Below are three options for returning this form.*

- 1. Please e-mail to: [cdenison@princetontx.us](mailto:cdenison@princetontx.us)*
- 2. You may drop off in person at 123 W. Princeton Drive, Princeton, Texas*
- 3. By U. S. mail to: City of Princeton  
Attention: Utility Service  
123 W. Princeton Drive  
Princeton, Texas 75407*

*Please allow up to ten (10) business days for completion of your request .  
Adjustments for leaks will only be made once per calendar year.*