



**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 306 Main Street, Princeton, Texas*

*3. By U. S. mail to: City of Princeton*

*Attention: Utility Service*

*306 Main Street*

*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.*