



Additional information or plans:

**FOR OFFICE USE ONLY**

**Job No.** \_\_\_\_\_

1. Authorised by Utilities Manager: \_\_\_\_\_ Date: \_\_\_\_\_

2. Quotation Details: \_\_\_\_\_  
\_\_\_\_\_

3. Contractor advised to proceed: \_\_\_\_\_ Date: \_\_\_\_\_

4. Work complete: \_\_\_\_\_ As built details Actioned

5. Invoiced: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

6. Rates Clerk – Rate Ledger noted: \_\_\_\_\_ Date: \_\_\_\_\_

7. Water Billing Noted: \_\_\_\_\_ Date: \_\_\_\_\_

8. Drawing Office As-builts \_\_\_\_\_ Date: \_\_\_\_\_

*Feel free to contact us:*



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