

# Joseph M. Salfi, Jr., Inc. Plumbing and Heating

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Dear Customer,

To alleviate any last minute inconvenience to you and our company, information is needed in getting your home ready for the coming season.

Please fill out and sign the bottom of this letter, and return it to us as soon as possible.

## Service Wanted

Turn Off \_\_\_\_\_ Number of Baths \_\_\_\_\_

Outside \_\_\_\_\_ Misc. Fixtures \_\_\_\_\_

Inside \_\_\_\_\_ Home Phone \_\_\_\_\_

Both \_\_\_\_\_ Work Phone \_\_\_\_\_

Date Wanted \_\_\_\_\_ Key Location \_\_\_\_\_

Customer's Name \_\_\_\_\_

Service Location \_\_\_\_\_

Mailing Address \_\_\_\_\_

Additional Service \_\_\_\_\_

Permission for any minor repairs (leaks, washers, etc.) \_\_\_\_\_

Utilities Off ( ) Gas ( ) Electric ( )

NOTE: The utilities will be turned off at the PROPERTY ONLY. We will not be responsible for calling the utility companies or any billing problems due to someone inadvertently turning the utilities back on. Remember, when calling the utility company, please have them turn off after we have winterized the property.

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

**NOTE: OUTSIDE WATER OFF. NO LATER THAN NOVEMBER 1ST.**