

METRO COTABATO WATER DISTRICT
Governor Gutierrez Avenue, Cotabato City

Printed Date : _____

SERVICE REQUEST

| | | |
|-------------|-----------------|-----------------|
| Account No. | Old Account No. | SR No. |
| Name | | Date |
| Address | | SC No. |
| Meter No. | | Connection Type |
| Reported By | | |

| Last Readings | Reading Date | Reading | Consumption |
|---------------|--------------|---------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

NATURE OF COMPLAINT

| FINDINGS / ACTION TAKEN | CUSTOMER REMARKS | | | | | | | | | | | | |
|---|------------------|-------|-------|--------------------|--|-------|---------------|--|-------|--------------|--|-------|---|
| <p>FEES PAID / TO BE PAID</p> <table border="0" style="width:100%;"> <tr> <td style="width:60%;">Installation Fee</td> <td style="width:5%;">P</td> <td style="width:35%;">_____</td> </tr> <tr> <td>Service Repair Fee</td> <td></td> <td>_____</td> </tr> <tr> <td>Other Charges</td> <td></td> <td>_____</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>_____</td> </tr> </table> | Installation Fee | P | _____ | Service Repair Fee | | _____ | Other Charges | | _____ | TOTAL | | _____ | <p align="center">_____</p> <p align="center">Customers Signature</p> |
| Installation Fee | P | _____ | | | | | | | | | | | |
| Service Repair Fee | | _____ | | | | | | | | | | | |
| Other Charges | | _____ | | | | | | | | | | | |
| TOTAL | | _____ | | | | | | | | | | | |

Recommendation/Remarks _____

| | |
|---------|--------------|
| Plumber | Service Date |
| _____ | _____ |