



Fax Back to: (317) 927-4464

(internet)

ATTN: Inside Sales

Office: (317) 927-HEAT (4328)

Monday – Friday, 7:30am – 5:00pm

Marketing Sales Assistant (MSA) Information Request Form

- Initial Contact Date:
Service Address:
Market Type: Industrial Commercial School Residential
Customer Name or Company Name:
Structure Type: Existing New Structure
Square Footage of Structure:
Primary Business Function:
Billing Address:
Job Site Contact:
Phone:
Do you have a copy of your Site/Utility plans to provide the Project Coordinator? Yes No
Order Type:
New Service Order (trenching from main to requested meter location):
Need New Meter Only:
Change Out Old Meter / Place New and Test:
Existing Meter #:
Pressure: 6" 2# Other
Reporting Added Equipment Load Only - enter information below:
Meter Split From (Service Address & Meter # - if available):
For Address:
Other:
New Meter Location: Marked Staked Stubbed Out
Service Distance - Footage from main to requested meter location:

EQUIPMENT INFORMATION

Table with columns: Equipment, Total Units, BTU Input, Daily Operation Hours, Existing Equip, New Equip. Includes 7 rows of data entry lines.

Is there any load that you intend to add in the Future - if so state below:

Table with columns: Equipment, Total Units, BTU Input, Daily Operation Hours. Includes 2 rows of data entry lines.

Total Future Load: BTU

Orders will not be initiated until ALL of the necessary documents and information have been received by the project coordinator. This could include delivery pressure, main extension applications, site utility plans, equipment information, etc. New service orders take up to 4 weeks for completion and main extensions may take up to 6 weeks from the date your order is submitted. By signing, you acknowledge that you have read and understand the above statement.

Sign: _____

Date: _____