CUSTOMER CONTACT INFORMATION SHEET

The following information is necessary to establish the Message 911 Calling Post Program which will be used to notify you in the event of a water emergency or similar occurrence.

NAME (as it appears on your water bill):_____

PRIMARY PHONE: _____Answering Machine/Voicemail Yes □ No□
□ I do not have phone service.

E-MAIL: _____
□ I do not have e-mail service.

MAILING ADDRESS: _____

_____

PHYSICAL ADDRESS: _____

_____

_____
SIGNATURE DATE

Immediately contact Town Hall if any of the above information changes.

Shepherdstown Town Hall
Attn: Amy L. Boyd, Town Clerk
P.O. Box 248, Shepherdstown, WV 25443
Direct Line: 304-876-2398, Fax Line: 304-876-1473
E-mail: clerk@shepherdstown.us
Website: www.shepherdstown.us

Office Use
New □ Existing □
Name _____
Phone_____