



## 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. **Please print or type clearly.**

**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](mailto:clerk@shepherdstown.us)  
Website: [www.shepherdstown.us](http://www.shepherdstown.us)

Office Use

Previous Customer: \_\_\_\_\_

Location: \_\_\_\_\_