

West Medina Water Supply Corp.

Box 365

D'Hanis, Texas 78850

To: Membership

You will be responsible for reading your meter monthly and making payment from the payment book as follows. On the line, "Reading last day of month", enter the first five numbers from the meter, change the sixth number to zero, the seventh number is a permanent zero. Therefore, the seven numbers you record shall always end with 00.

EXAMPLE: If the numbers on your meter are 6 5 6 3 8 9 0, your meter book should read 6 5 6 3 8 0 0. This same number should also be recorded on your CUSTOMER'S RECEIPT stub.

The line "Reading last month" should be filled in with the previous month's reading from the CUSTOMER'S RECEIPT stub. Subtract this from the current month's reading to determine "GALLONS USED". Gallons used should always end in 00. Find the number in the rate schedule corresponding to your GALLONS USED, and record the amount due in your payment book.

Payments may be made in person or dropped in the mail slot in the door. The office is located in D'Hanis next to Bill & Rosa's Restaurant, or you may mail payments to PO box 365, D'Hanis, Texas, 78850.

CUSTOMERS RECEIPT

Present Reading:

Gallons used _____

Amount paid _____

Date paid _____

Check # _____

Water used in _____

Water used in _____ 20 _____

Reading last day of month _____

Reading last month _____

Gallons used _____

Amount due _____

Assessment charge _____

Other charges or credits _____

Amount enclosed _____

Signature _____

Acct. # _____

Remarks:

Return this portion with payment.