

### Section A – Settlement Details

<b>Settlement Agent:</b>		
Address:		
Email:		Phone:
<b>Vendor's Agent:</b>		
Address:		
Email:		Phone:

### Section B – Property Details

<b>Property Address:</b>		
Owner:		
Meter Reading Date:	<i>(Note: closest Friday unless prior arrangements made)</i>	
Meter Number:	Route:	Location Code:
Previous Reading:	Date:	
Requested Reading:	Date:	
Consumption to Date:	Reset YTD:	

### Section C – Strata Details (if applicable)

The consumption is for \_\_\_\_\_ units.

The amount will be included in the next account forwarded to the strata company secretary.

Please contact Aqwest if you require further information.

### Internal Use Only

Processed by:	Date:
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