



<i>Staff Use Only:</i>
Work Order #:
BILL Project:

### RESPONSIBLE PARTY

The responsible party is the person or company that is liable for all charges/fees incurred by the project. The following information must be completed prior to any work order being issued by Medford Water Commission to perform any work on the project.

*Print or Type all information:*

Name of Project: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of Person: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**All final invoices and/or refunds will be sent to the above party at the provided address regardless of the entity/person submitting payments.**

**The person signing this form must be the same as the above person.**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_