



Cleburne 817-556-4000
 Stephenville 254-965-3153
 Euless 817-442-9292
 Granbury 817-326-5232
 Mexican 254-435-2332
 Possum Kingdom 940-229-2925
 Glen Rose 254-892-9439

**United Cooperative Services
 Job Process Description and Timeline**

Member Information

Name: _____
 Address: _____
 City, State Zip: _____
 Phone (Home): _____ (Work): _____
 (Cell): _____

Work Order #: _____
 Account #: _____
 Grid #: _____

Load/Location Information

Complete and Circle all that apply

Description of load: _____
 Potential for future load growth? _____
 Single Phase or Three Phase? Single or Three
 Underground or Overhead? UG or OH
 Other Underground Utilities? Yes or No
 If so, what Type (Mark All UG Utilities on drawing below) _____
 Type of Digging Conditions: _____
 Service Entrance Size (Amps): 100 200 other _____
 Voltage Requirements: 120/240 240/480
 120/208 277/480
 Easements Required? Yes or No
 If yes, names if possible: _____
 Tree Trimming Required? Yes or No
 If yes, by whom? Customer or UCS
 When will construction begin? _____

Job Type

Check all that apply

_____ Overhead Service Drop
 _____ Underground Service
 _____ Overhead Distribution Only (primary meter only)
 _____ Underground Distribution Only (primary meter only)
 _____ Overhead Distribution to Overhead Service Drop
 Permanent
 Temporary to Build (TTB)
 _____ Overhead Distribution to Underground Service
 Permanent
 Temporary to Build (TTB)
 _____ Underground Primary to Underground Service
 Permanent
 Temporary to Build (TTB)

Job Requirements and Time Needed

Check all that apply

_____ Additional Field Staking - Within 3 to 5 business days
 _____ Paper work and documentation completion - 1 to 2 business days after field staking
 _____ Dig Tess - 2 business days after paperwork and documentation completion
 _____ Construction - 3 to 5 business days after paperwork and documentation completion
 _____ TTB to Permanent after member, city, UG Contr., or Builder calls in (see job types 1 and 2 above)
 _____ Underground Contractor - 3 to 5 business days after paperwork and documentation completion
 _____ Termination - 1 to 2 business days from Underground Contractor completion

Preliminary Drawing

Special Conditions/Agreements with Member

Job Completion Estimate

_____ Estimated Business Days for the Completion of the Requested Service (Contingent upon weather conditions and special conditions/agreements being met by member or other unforeseen factors beyond the control of United Cooperative Services)

By signing this document I understand and agree to all of the contents herein and acknowledge that all of the information provided is true to the best of my knowledge. I also acknowledge that I have been given a copy of the United Cooperative Services Meter Loop Standards and Specifications and I understand that I must meet the requirements set out by these standards before the any meter will be set.

Member Signature: _____

Date: _____

UCS Rep. Signature: _____

Date: _____

Office Location: _____

Phone Ext: _____