



Request for Temporary Service Disconnection– How to Steps

For any questions, please follow the Example form with the description being in numeric order.

1. Indicate the address at which the work is being completed.
2. Indicate where you would like the service disconnected. The meter, Transformer, or at the Pole.
3. Indicate who is requesting the service. This is the person completing the form
4. Indicate the scope of work needing done that requires the disconnect/reconnect. Ex. Panel change, installing a generator switch, replacing the meter stack or meter base.
5. Indicate who the site contact for the day of the work being completed will be & provide their contact #. Typically this will be the electrician.
6. Indicate the preferred date that you are hoping the work can be disconnect & reconnected, along with the timeframe. **Please Note – these dates are subject to availability within our schedule, as well as coordinating ESA for reconnection.**
7. Indicate who we are to send the invoice to and provide their name, mailing address, phone # & correct email address. This is who we will send the Estimate to for payment in order to be booked. **Please Note- the Estimate will indicate any work that will need to be completed by the customer/contractor prior to us connecting the service**
8. It is up to the Electrician or customer to ensure that ESA is booked for the day the work is schedule. This cannot be completed until Westario has contacted you with a date. If the Electrician has ACP status, they will still need to contact ESA to submit their request to have to form sent through. ESA contact # 1-877-372-7233
9. The person submitting the form is to sign and date the form before sending it through.
10. Please submit the request form by either Mail, fax, email, or in Person. **Please Note- Email is typically the quickest turnaround time.**

Request for a Temporary Service Disconnection by Westario Power Inc.Request Date: Jan 01, 2020**General**

1. Minimum 1-2 weeks notice is required
2. Deposit requirements will be confirmed by a Westario Power representative
3. Isolation/reconnection times must allow for travel time to and from the site within normal hours of operation
4. Isolation/reconnection before and/or after Westario Power's normal hours of operation will require overtime charges to be paid (calculation is by individual site and circumstance and will be in addition to the deposit)
5. One business day minimum cancellation notice is required by customer/contractor
6. Isolations are weather and emergency dependent. Westario Power reserves the right to reschedule

NOTE: Normal hours of operation: Monday – Friday; 8:00 am – 3:00 pm

Please be advised only an authorized Westario Power employee can disconnect or reconnect services. This includes any disconnection at the meter. Westario Power must be contacted to arrange for any disconnection or reconnection prior to commencement of customer work.

Requestor DetailsCivic Address of Disconnect/Reconnect (1) 24 Eastridge Rd, Walkerton Location (meter, Tx, Pole) (2) PoleRequested By (3) John Example (Name of person completing the form)Reason for Interruption: (4) Panel change from fuses to breakers; Replacing Meter Stack or Meter Base(5) Site Contact Name Electrician Name Site Contact Number Electrician #Preferred Date of Disconnect Jan 10, 2020 Preferred Time of Disconnect (Please circle one): AM / PM(6) Preferred Date of Reconnect Jan 10, 2020 Preferred Time of Reconnect (Please circle one): AM / PM(7) **Send Invoice:** Name John Example (or indicate if Different) Address 123 Example St, Walkerton ON, NOG 2V0
Phone # 519-555-5555 Email example.email@example.com**(8) Requestor Responsibility**

1. Contact ESA (Electrical Safety Authority) a minimum of **five days** in advance to arrange for inspection.
2. ESA Authorized Contractor Program (ACP) contractor only – may request a pre-authorized Connection Authorization from the ESA.
3. **NOTE: Electrician must be on site for reconnection to take place.**

(9) Customer Signature*John Example*Date signed Jan 01, 2020

This signature confirms that the requestor has reviewed and agreed to all terms & conditions stated.

10)

Mailing Address & Drop Box Location:	Operations Dept., Westario Power Inc., 24 Eastridge Road, Walkerton, ON NOG 2V0
Phone Inquiries:	519-507-6937 (Monday to Friday from 8:00 am to 4:00 pm)
Fax:	519-507-6887
Email:	operations@westario.com Web Site: www.westario.com