| Month \#1 | 1st of the month | - Bills are dated and mailed |
| :---: | :---: | :---: |
|  | 3rd of the month | - Notification email is sent stating that bills have been sent out |
|  | 21st of the month | - 10\% Late Penalty is added |
|  | 31st of the month | - Late Call |
| Month \#2 | 14th of the month | - 5\% Late Penalty is added |
|  | 23rd of the month | - 2nd Late Call |
| Month \#3 | 5th of the month | - Door is posted and 5\% Door Posting Penalty is added |
|  | 13th of the month | - Pending Certification Call |
|  | 20th of the month | - Certified Letter Sent and \$10 Fee Added |
|  | 31st of the month | - Services are shut off and \$60 Fee Added |

*NOTE * - If services are requested to be restored after normal business hours an additional $\$ 30$ fee will be added for an on-call employee to come out and do so.


| Month \#2 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | T | F | S |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | $\mathbf{1 4}$ | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | $\mathbf{2 3}$ | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |  |


| Month \#3 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | T | F | S |
|  |  |  |  |  |  |  |$|$|  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2 | 3 | 4 | 5 | 6 | 7 |
| 9 | 10 | 11 | 12 | 13 | 14 |
| 16 |  |  |  |  |  |
| 16 | 17 | 18 | 19 | 20 | 21 |
| 22 |  |  |  |  |  |
| 23 | 24 | 25 | 26 | 27 | 28 |
| 30 | 31 |  |  |  |  |

## Notification \& Fee Schedule



- Bills are dated and mailed
- Notification email is sent stating that bills have been sent out
- $10 \%$ Late Penalty is added
- Late Call
- 5\% Late Penalty is added
- 2nd Late Call
- Door is posted and 5\% Door Posting Penalty is added
- Pending Certification Call
- Certified Letter Sent and \$10 Fee Added
- Services are shut off and $\$ 60$ Fee Added
*NOTE * - If services are requested to be restored after normal business hours an additional $\$ 30$ fee will be added for an on-call employee to come out and do so.

| Month \#1 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | T | F | S |
|  | $\mathbf{1}$ | 2 | $\mathbf{3}$ | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |


| Month \#2 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | T | F | S |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | $\mathbf{1 4}$ | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | $\mathbf{2 3}$ | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |  |


| Month \#3 |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | T | F | S |  |
|  |  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | $\mathbf{5}$ | 6 | 7 | 8 |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |  |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |  |
| 30 | 31 |  |  |  |  |  |  |

