

Plumbing

Heating



Cooling

Hardware

W. W. Fairbairn & Sons, Inc.

Established 1895

“The House of Service”

Dear Cottage Customer,

Winter is nearly over and we're preparing for warmer weather and our seasonal customers. On the back of this letter you will find our traditional Cottage Opening Form. The information on this form plays a very important part in planning for your arrival. Please fill it out completely and return it to us as soon as possible.

If you would prefer to call us to arrange for your cottage opening, be sure to have this form on hand when you call.

As you plan your trip back to Northern Michigan, please keep the following in mind:

- We may need to turn the heat on in your home to allow it to warm before turning the water back on. If this is necessary, to prevent potential damage from frozen pipes, it will require an additional trip and the cost will be added to your invoice.
- You may need to arrange to have your driveway plowed or to have debris such as fallen branches removed in order to allow us access to the house.
- We require a minimum of two (2) weeks notice to schedule your cottage opening. If you employ a cleaning service or will be having workmen at your home who need access to water please be sure to give us the required notice before they are scheduled to begin. If we do not receive sufficient notice to schedule your cottage opening, extra charges will apply.
- If you are a DTE customer and arranged for them to lock your gas meter in the fall, you must contact them to have the meter unlocked again. DTE will not unlock the meter and resume gas service unless there is water to the house. Please call us to schedule the opening FIRST and then contact DTE to resume gas service.

Servicing of your heating and/or cooling system can be done prior to your arrival if you request it. The technician who will open your house is not equipped to perform heating or cooling service. A technician specializing in HVAC will be dispatched to perform this service and you will receive a separate invoice.

If there is anything special we can take care of for you such as water softener salt delivery or an additional repair, please don't hesitate to let us know.

We look forward to having you with us this summer.

Thank you.

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W.W. Fairbairn & Sons

231-548-2244

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COTTAGE OPENING FORM

Name: _____

Summer Address: _____

Bay View Residents: Block: _____ Lot: _____

Preferred contact phone number: _____

Email address: _____

By what date do you need water service re-established? _____

NOTE: We require that we receive notice at least two weeks in advance of this date or additional charges will apply.

If you have a cleaning service, please provide a contact name and number.

Name: _____ Contact#: _____

Does W.W. Fairbairn & Sons have a key to your cottage? Y / N

Circle one

If not, who do we contact for entry?

Name: _____ Contact#: _____

If applicable, what is the alarm code? _____

If you arranged with MichCon/DTE to lock your meter last year, remember that you must call them to resume service. Please remember that water must be on before DTE will turn on the gas.

Do you want us to turn on the heat? Y / N Temperature? _____

Circle one

Would you like the heating/cooling system serviced? Y / N

Circle one

Do we have your authorization to perform repairs necessary to make your home operational and prevent potential damage? Y / N

Any other instructions: _____

Authorized Signature: _____