



W.W. Fairbairn & Sons, Inc.

Established 1895

“The House of Service”

COTTAGE OPENING NOTIFICATION

Dear Cottage Customer

Spring is hopefully right around the corner, and we're sure you will soon be making plans to return to your Northern Michigan cottage. As usual, you will find our **COTTAGE OPENING FORM** on the opposite side of this letter. The information you provide is vital to our scheduling process, so please fill it out completely and return it to us. You can also visit our website, wwfairbairn.com, where you will find a fillable form that you can submit online. As always, you can get in touch with us by phone, as well.

The following points are critical as you make your plans:

- The “turn-on-by” date is the earliest date that you will need the water service restored to the cottage. If you have a cleaning crew or workmen coming in before your arrival, they may determine the “turn-on-by” date.
- We must receive your opening request at least ten (10) working days prior to this “turn-on-by” date. If you are mailing a form to us, make sure to account for that delivery time.
- **If we do not receive notice at least ten (10) business days prior to your “turn-on-by” date, a premium rate will be applied to your invoice.**
- While you can request a specific appointment, we may not be able to accommodate it due to our work load and/or prior commitments.
- We need to be able to access your house; please ensure that the drive is clear of snow and debris.
- If you are a DTE customer and requested that they lock your natural gas meter in the fall, you (the account holder) must call DTE to have it unlocked. DTE typically wants the water service activated at the house before they will unlock the gas meter, so please contact us to arrange a schedule before contacting DTE.
- It may be necessary to warm up the house prior to activating the water system. This additional trip to turn on your heating system will be added to your invoice.
- We will turn on the heating system at your home, if so requested, but our plumbing technician is not qualified to inspect and service this equipment. If you would like the heating/cooling system serviced please let us know and we will schedule a mechanical technician to perform that task. You will be invoiced separately for this service.

We look forward to having you back with us for the summer and want to thank you for helping us facilitate this portion of your return.

Cordially,

Tom Fairbairn

Owner

W.W. Fairbairn & Sons, Inc.

Steve Rick

Service Manager

W.W. Fairbairn & Sons, Inc.