

# City of Dixon Water Department Utility Billing Explanation

This billing format has been developed to provide our citizens with an easier to read and understand

There are many benefits to this format; clearer explanation of your charges, larger type, and a mailer envelope to make mailing your payment as convenient as possible.

To remit your payment by mail, please detach the bottom portion of this bill and return it with your payment envelope. Your standard-sized check and the bottom portion of this bill will fit in the envelope without

If you have any questions regarding your bill or the billing format, please call the Water Department

**1 MESSAGE CENTER:** Be sure to refer to this area of your bill. It will contain important notices and information about City services, activities and events.

**2 BILL DATE:** The day your bill was prepared and mailed to you.

**3 ACCOUNT NUMBER:** Please include your account number when paying by check or on any other correspondence.

**4 SERVICE ADDRESS:** The address that receives the water and sewer service.

**5 READING DATE:** The day your meter was physically read.

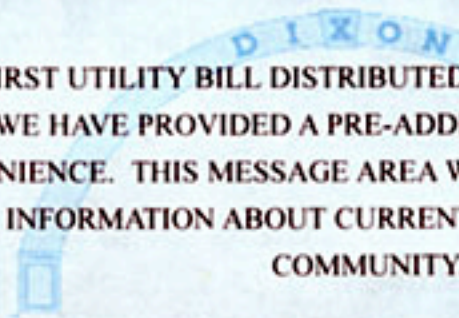
**6 USAGE:** This section shows your usage in 100 cubic feet.

**7 ESTIMATED or ACTUAL:** Depending on whether your meter was read by the City for this billing period or estimated from previous period reading.

**8 CURRENT CHARGES:** Itemized charges for current billing period with total listed below.

**9 TOTAL AMOUNT DUE**

**CITY OF DIXON WATER DEPARTMENT**



THIS IS THE FIRST UTILITY BILL DISTRIBUTED USING  
NEWLY FORMAT. WE HAVE PROVIDED A PRE-ADDRESSED  
MAILER ENVELOPE FOR YOUR CONVENIENCE. THIS MESSAGE AREA WILL CONTAIN  
IMPORTANT INFORMATION ABOUT CURRENT AND FUTURE CHARGES TO THE  
COMMUNITY.

**PLEASE SEE REVERSE SIDE FOR ADDITIONAL UTILITY INFORMATION**

**2** BILL DATE: 7-01-03 ACCOUNT NUMBER: 123456789  
 NAME: JOHN C. SAMPLE **4**  
 SERVICE ADDRESS: 123 ANYSTREET

METER INFORMATION	BILLING INFORMATION
CURRENT READING: 815	CURRENT READING: 815
PREVIOUS READING: 802	PREVIOUS READING: 802
USAGE (100 CU. FT.): 13 <span style="float: right;"><b>6</b></span>	TYPE OF READING: ESTIMATED

PREVIOUS AMOUNT ..... \$30.00  
 PENALTY AMOUNT ..... \$ 5.00

**PAST DUE BALANCE** ..... **8** .....

**CURRENT CHARGES:**  
 WATER SERVICE ..... \$15.00  
 SEWER SERVICE ..... \$15.00

**TOTAL CHARGES DUE BY 08/21/03**  
**TOTAL CHARGES DUE AFTER 08/21/03**