

# CUSTOM CEC SERVICE

## STEP BY STEP INSTRUCTIONS

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### RECORDS

WILL NEED TO KNOW THE FOLLOWING

IF YOU DO NOT HAVE THE BELOW INFORMATION, PLEASE CONTACT YOUR ELECTRICIAN.

- ✓ · TYPE OF STRUCTURE THAT NEEDS SERVICE
- LEGAL DESCRIPTION & PHYSICAL ADDRESS
- SIZE OF SERVICE - 100 AMP, 200 AMP, ETC.
- TYPE OF SERVICE SET - METER LOOP, PEDESTAL, METER ON BUILDING, H-FRAME, ETC.

2

### ENGINEERING

WILL CONTACT YOU WITHIN 5-7 BUSINESS DAYS TO

- ✓ SCHEDULE AN ON SITE MEETING TO DISCUSS CONSTRUCTION OPTIONS & PRICES
- ✓ APPROVE ESTIMATES FROM CEC ENGINEERS
- ✓ CREATE STAKING SHEETS
- ✓ COMPLETE ANY NEEDED INSPECTIONS & CALL OUR OFFICE

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### PAYMENT

OUR RECORDS DEPARTMENT WILL CONTACT YOU WITHIN 2-3 BUSINESS DAYS UPON COMPLETION OF STEP 2 TO

- ✓ OBTAIN A COPY OF YOUR WARRANTY DEED
  - ✓ COMPLETE, SIGN & NOTARIZE PAPERWORK
  - ✓ ACCEPT DEPOSIT(S)
  - ✓ PROVIDE INVOICE(S)
- INVOICE(S) MUST BE PAID IN FULL FOR CONSTRUCTION TO BEGIN

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### CONSTRUCTION

WILL CONTACT YOU 2-3 BUSINESS DAYS BEFORE BEGINNING

- ✓ EXPECT CONSTRUCTION TO BEGIN 3-4 WEEKS AFTER PAYMENT
- ✓ AFFORDABLE, RELIABLE & SAFE ENERGY IS NOW YOURS!  
IT'S OUR PLEASURE TO SERVE YOU!