

Frederick Water Hydrant Meter Read Form

Hydrant Meter Usage Reading & Meter Image (referencing Meter number) must be submitted by the 7th of each month, even if no usage.

Submit via: **EMAIL: customerservice@frederickwater.com *PREFERRED***
 MAIL: **PO BOX 1877, WINCHESTER, VA 22604** (keep original for your records)
 IN PERSON: **315 TASKER RD, STEPHENS CITY VA 22655** (keep original for your records)

A minimum charge of \$25.00 per month will be assessed, whether the meter is used or not.
 An administrative charge of **\$250.00** will be imposed for each month there is a failure to report meter readings by the due date. (7th of each month)

Business Name: _____ Account: _____
 Contact Name: _____
 Contact Phone Number: _____

PLEASE RECORD CURRENT MONTH END READ BELOW
USE SAME FORM EACH MONTH – WILL CONTAIN ALL PAST READS & ADD CURRENT READ
FORM USED TO TRACK HISTORY OF ALL PREVIOUS READS SUBMITTED
 (AT THE END OF FISCAL YEAR (Jul – Jun), 12 READS SHOULD BE RECORDED BELOW, UNLESS METER OBTAINED AFTER JULY)

METER #: _____ **(1 meter per form)**

PLEASE PROVIDE ALL NUMBERS ON THE METER (STATIONARY ZEROS ALREADY INCLUDED)

EX: 00047-3-00

Meter Read (see above for example)		Meter Read (see above for example)	
July 2020	____ - ____ - 00 form due 08/7/20	Jan 2021	____ - ____ - 00 form due 02/7/21
Aug 2020	____ - ____ - 00 form due 09/7/20	Feb 2021	____ - ____ - 00 form due 03/7/21
Sept 2020	____ - ____ - 00 form due 10/7/20	Mar 2021	____ - ____ - 00 form due 04/7/21
Oct 2020	____ - ____ - 00 form due 11/7/20	April 2021	____ - ____ - 00 form due 05/7/21
Nov 2020	____ - ____ - 00 form due 12/7/20	May 2021	____ - ____ - 00 form due 06/7/21
Dec 2020	____ - ____ - 00 form due 01/7/20	Jun 2021	____ - ____ - 00 form due 07/7/21

PERMIT EXPIRES 06/30/2021 - CALL TO RENEW WATER HYDRANT USAGE PERMIT *PRIOR TO 6/30/2021*

If you have any questions regarding your hydrant meter please call (540) 868-1061, ext. 132



Meter is read left to right – **provide all digits**
 Ex: Meter now reading 400 gallons.
 Ex: If dials read is 00010400, usage equal 10,000 gallons
 FCSA only bills in 1,000 gallons