



2024 LOAD SHEET EQUIPMENT ONLY (NO METERS)

Office Use:			
Name: _____			
WORK ORDER _____	S/O _____		
SITE VISIT _____		MR _____	
PVID _____	TAX _____	DIS: _____	Clerk _____

SITE LOCATION

Address (including County Road): _____
 Town: _____ Zip Code: _____

MEMBERSHIP INFORMATION

Name(s): _____
 Mailing Address: _____ City: _____ Zip Code: _____
 Email Address: _____
 Cell: _____ Home: _____ Business: _____

INVOICING

Engineering Deposit: A NON-REFUNDABLE engineering deposit is required and is good for one year from receipt of payment. An engineering deposit will be a minimum of \$600.00 (payable now) and an additional deposit may be required based on the type of request, you will be notified the staking technician if additional funds are required. Your load sheet will not be processed until minimum payment is received; this load sheet is your invoice.

ONLINE PAYMENT for load sheets submitted by email: Once received, a work order will be established, MPE will send payment instructions to: _____
EMAIL LOAD SHEET TO: LOADSHEETS@MPEI.COM

CHECK & LOAD SHEET can be mailed to MPE, Attn: Engineering, PO Box 170, Granby, CO 80446 or drop off at the at the Granby office located at 321 E. Agate Ave./Walden office located at 600 3rd Ave.

SITE VISIT

SITE VISIT CONTACT: _____ PHONE: _____
 EMAIL ADDRESS: _____

DESCRIPTION OF WORK REQUESTED

Please provide a description: _____

Please provide a drawing (attach any additional information):

ELECTRICIAN

If applicable:

Business Name: _____ Contact: _____

Phone: _____ Email: _____

CONTRACTOR

If applicable:

Business Name: _____ Contact: _____

Phone: _____ Email: _____

PROPERTY OWNER SIGNATURE

Property Owner Name (Printed): _____

Property Owner Signature: _____ Date: _____



Owner's Responsibility Acknowledgement Form

Thank you for the completion of your load sheet for service at MPEI. Please be aware of the requirements below to keep your job on track. A site visit will be scheduled and an engineering estimate for your application will be provided to you. This is an **estimate** for the services rendered and will be reconciled with actual costs once the job is complete. Your total cost may increase or decrease depending on the actual cost of the job. To help with the process, the following list are items that are required prior to MPEI installing facilities.

Please **INITIAL EACH OF THE FOLLOWING**, to acknowledge your understanding and responsibilities to keep your job on track:

- _____ Full payment of the estimated construction costs according to the contract.
- _____ If you are metering on building, you must have the building staked or a foundation constructed with the meter's location clearly marked before MPEI will design your project. Any changes must be communicated prior to payment to incorporate the requested changes into the estimate. MPEI requires a state inspection prior to MPEI scheduling facility installation.
- _____ If easements are required from adjacent property owners MPEI will prepare any easement documents and inform the applicant of required landowner easements, you are responsible to obtain signatures from property owners for all required easements using MPEI documents. All easements must be obtained prior to contract execution.
- _____ If you are constructing roads where facilities are located, you must have your road to grade within 6 inches prior to any facilities being installed.
- _____ If you would like a copy of our Electric Service Construction Standards, the standards can be requested by emailing loadsheets@mpei.com or by calling (970) 887-3378 ext. 721.

Dates to keep in mind:

- For a service to be completed in the current construction season, your load sheet for service shall be received no later than **August 15**.
- All underground contracts paid before **October 1** should be expected to be completed that construction season. Any contracts paid after October 1st may be subject to additional charges or delays. If the member wishes to continue with the contract after October 1, there is no guarantee the weather will allow for construction of the underground infrastructure within the current building season. There are certain weather mitigation provisions that can be discussed to possibly continue the project at additional expense to the member.

If you have any other questions, please do not hesitate to reach out.

Owner must sign and date this letter indicating you have read and agree to the terms stated above.

Name (printed)

Name (Signature)

Thank you,

Engineering

Date