



**2025
EQUIPMENT ONLY
LOAD SHEET
(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: _____

Is there a Gate Code? If so, please provide this information: _____

MEMBERSHIP INFORMATION

Name(s): _____

Mailing Address: _____ City: _____ Zip Code: _____

Email Address: _____

Cell: _____ Home: _____ Business: _____

ENGINEERING DEPOSIT

Engineering Deposit: A \$600.00 engineering deposit is required. This deposit is valid for one year and is refundable, minus any incurred costs, through the reconciliation process.

☐ **ONLINE PAYMENT for load sheets submitted by email:** Once load sheet is received, a work order will be established and MPEI will email payment instructions to: _____

EMAIL LOAD SHEETS: LOADSHEETS@MPEI.COM

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

SITE VISIT

SITE VISIT CONTACT: _____ PHONE: _____

EMAIL ADDRESS: _____

DESCRIPTION OF WORK REQUESTED

Please provide a description and/or drawing (attach sketch or any additional information):

ELECTRICIAN

If applicable:

Business Name: _____ Contact: _____

Phone: _____ Email: _____

CONTRACTOR

If applicable:

Business Name: _____ Contact: _____

Phone: _____ Email: _____

INVOICE FOR JOB

INVOICE: will be emailed to the property owner/voting member and the contractor.

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 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 six inches prior to any facilities being installed.
- _____ If you would like a copy of our Electric Service Construction Standards, please visit our website at: www.mpei.com and click on "New Construction" on the home page.

DATES TO KEEP IN MIND:

*Fall excavations are weather permitting: To allow sufficient time for construction, all outstanding contracts, invoices, and required paperwork must be received by **October 15, 2025**. Failure to meet this deadline may result in additional costs or a delay until spring **2026**.*

*For projects involving road cuts, all payments and paperwork must be received by **September 15, 2025**, to ensure timely construction. Otherwise, the project may be postponed until spring **2026**.*

If you have any questions, feel free to call us at (970)887-3378 ext. 721.

The owner must sign and date this form to confirm that you have read and agreed to the terms stated above.

Owner Name (printed)

Owner Name (Signature)

Date

Thank you.