



# 2026 LOAD SHEET EQUIPMENT ONLY (NO METERS)

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

## SITE LOCATION

Service Address (including County Road): \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## MEMBERSHIP INFORMATION

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Business: \_\_\_\_\_

## ENGINEERING DEPOSIT

**ENGINEER DEPOSIT:** A deposit of **\$600.00** is required. This deposit is valid for one year and is refundable, less any incurred costs, through the reconciliation process.

An additional deposit may be required based on the type of request; you will be notified by 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.

☐ **EMAIL Load Sheet to:** [LOADSHEETS@MPEI.COM](mailto:LOADSHEETS@MPEI.COM). Upon receipt, a work order will be created. MPEI will email payment instructions to: \_\_\_\_\_

☐ **MAIL Load Sheet and Check to:** MPEI, Attn: Engineering, PO Box 170, Granby, CO 80446 or drop off at the Granby office located a 321 W. Agate Ave. or Walden office located at 600 3<sup>rd</sup> St.

**CONTRACT/INVOICE** will be emailed to the property owner/voting member and the contractor. To include an administrator and/or your accounting department, please provide one email address per recipient:

Administrative Contact: \_\_\_\_\_

Account Department Contact: \_\_\_\_\_

## 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 you're 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](http://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, 2026**. Failure to meet this deadline may result in additional costs or a delay until spring **2027**.*

*For projects involving road cuts, all payments and paperwork must be received by **September 15, 2026**, to ensure timely construction. Otherwise, the project may be postponed until spring **2027**.*

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.