



P.O. Box 510 • 50 North Mundo Drive • Dulce, New Mexico 87528 • (575)759-2210

### SERVICE ORDER REQUEST

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Best time to call (circle one): Morning / Afternoon

Service Address: \_\_\_\_\_

Please explain in detail what you need done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE INITIAL AFTER READING:**

\_\_\_\_\_ **CUSTOMER ACCOUNT MUST BE CURRENT. ANY PAST DUE AMOUNTS MUST BE PAID BEFORE SERVICE ORDER IS SCHEDULED.**

\_\_\_\_\_ If homeowner does not supply materials within thirty (30) days of submitting work request, the homeowner will have to resubmit request and **it will be addressed in the order it was received.**

\_\_\_\_\_ All materials for project must be provided before project is scheduled. If the Jicarilla Apache Nation Power Authority provides any materials for the job, the homeowner will be billed for all material used to complete the job.

\_\_\_\_\_ If three (3) unsuccessful attempts have been made to contact you, you will be required to resubmit your request.

\_\_\_\_\_ Electricians will **ONLY** do work that is listed on this work request. Any additional items must be submitted on separate work request.

\_\_\_\_\_ Homeowner must occupy home in need of repair while electricians are present.

**I, THE HOMEOWNER, DO NOT HOLD THE JICARILLA APACHE NATION OR ITS EMPLOYEES RESPONSIBLE FOR DAMAGES DUE TO NEGLIGENCE OR BREAKAGE, WHICH COULD OCCUR DURING AND AFTER THE COMPLETION OF REQUESTED ASSISTANCE. BY SUBMITTING THIS SERVICE REQUEST, I DO UNDERSTAND THAT MY REQUEST WILL BE ADDRESSED IN THE ORDER IT WAS RECEIVED. I DO AGREE TO THE ABOVE CONDITIONS.**

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

**OFFICE USE:** REC'D BY: \_\_\_\_\_ DATE: \_\_\_\_\_