

CUSTOMER INQUIRY FORM

Orange Tree Utility Co Inc
4500 Executive Drive
Suite 110
Naples Florida 34119

We are interested in hearing your concerns, questions, and comments to ensure we continue to provide you with competent, efficient, and quality service. In order for us to properly assist your needs the following information must be completed in full. If you do not complete the form / leave blanks we may not be able to completely address your needs.

* **Customer Name: (printed)** _____

* **Service Address:** _____

* **Contact Number:** _____ **Email:** _____

* **Date** _____ * **Nature of Inquiry:** _____

Comments: _____

***Repeat Inquiry** Yes _____ No _____, **If YES date of original Inquiry** _____

Office use only

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Report taken by: _____ Date received by O.T.U Staff _____ Inquiry taken on Disconnect day Yes / No

Customer reporting problem account number _____ Tenant Yes / No Property Owner Yes / No

Customer Service / Billing / Operations / Water Quality / Sewer / Other complaint

Regarding disconnection for non-pay Yes / No, Prior Inquiry Nature _____

Disposition of Inquiry _____

Reported back to Customer Yes / No Handled by _____ Additional Follow up Yes / No

Appointment Made Date _____ Time _____