

COMMERCIAL / INDUSTRIAL CUSTOMER INFORMATION SHEET

Please complete this form and return to the Estimator assigned to your job

Business Information

Business of Customer Name: _____
Request Number: _____
Address: _____
Person responsible for advance and contract billing (if different than monthly billing customer):
Name: _____ Address: _____ Phone No.: _____
E-mail Address: _____ Fax No: _____
Building Square Footage: _____ *Note: breakdown into use (i.e.: office, warehouse)*
Hours of Operation (include days & hours): _____

Service Description

Desired Secondary Voltage: ☐ 3 Phase 120/208v ☐ 3 Phase 277/480v
Note: Not all voltages may be available ☐ 1 Phase 120/240v ☐ 1 Phase 120v Only ☐ Other _____
Panel Size (in Amps): _____ Total number of meters: _____
Nearest Pole or Equipment number: _____ N/A _____ Type of Service Desired: ☐ Overhead ☐ Underground
Electrical Contractor: _____ Phone No.: _____

Load List (attach additional sheets if necessary)

Description	Phase and Voltage	New Load to be added	Load to be removed	Total Connected Load after changes	Unit	Power Factor
HVAC					Tons	
Exhaust Fans					HP	
Electric Heat					kW	
Water Heating					kW	
Lighting					kW	
Outlets					kW	
Office Equipment					kW	
Kitchen Equipment					kW	
Refrigeration Equipment					Tons	
Computers, Magnetic Power Supplies					kW	
Machinery					kW	
Thermoplastic Injection Equipment					kW	
Elevators					kW	
Boiler					kW	
Snow Melting					kW	
Signs					kW	
X-Ray Equipment					kW	
Washer/Dryer					kW	
Gas/Fuel/Sump Pump					HP	
Small Motors					HP	
Air Compressor					HP	
Miscellaneous					kW	
Heat Exchanger					kW	
Humidifier					kW	
Swimming Pool					HP	
Largest Motor (not included above)					HP	
Future					kW	
Totals (convert to kW as necessary)					kW	

It is important to provide the most accurate information available, as it is used by City of Monroe to design facilities and determine any customer costs. Please sign and date this form before returning.

Customer Signature _____

Date _____

Note:

- You may wish to consult a trained professional (electrician, engineer, etc.) prior to providing the information to Lafayette.
- Commercial metering can have many restrictions that should be discussed with Lafayette prior to the purchase and installation of your metering equipment. There are also restrictions regarding master metering. If your plans call for master metering, please discuss this with Lafayette.
- Motors larger than 35hp three phase or 5hp single phase will require approval by our engineering department prior to installation in order to determine the acceptable starting current.