

## Attachment A

### CONTRACT FOR SERVICES:

### WATER SYSTEMS

1. **BILLING SERVICES:** Water Services Company will provide all necessary administrative services to include:

- A. Maintain billing rosters
- B. Prepare and mailing of monthly billings
- C. Maintain a toll-free telephone number and dealing with customers and requests to include providing information and normal forms
- D. Paying of bills relating to the operation of the water system(s)
- E. Providing collection services for delinquent customers
- F. Providing a monthly summary of billings and collections
- G. Providing a quarterly income statement

2. **BOOKKEEPING SERVICES:** Water Services Company will provide the following operating services:

- A. Maintaining a mailing address and collecting customer payments
- B. Posting and depositing customer payments
- C. Preparing and transmitting all necessary reports on a monthly basis
- D. Transfer of Funds to the Appropriate Accounts
- E. Maintain Escrow for Utility Taxes owed

See attached billing service rate sheet.

**BILLING SERVICE RATES:**

**A. BILLING PACKAGE**

Postcard billing to your customers on your billing cycle  
Payments collected and data entered  
Collection accounting monthly or at end of cycle

**B. TELEPHONE PACKAGE**

24 Hour toll-free 800 number answered by an operator  
Immediate notification of designated personnel in case of emergency  
Non-emergency calls returned the next business day/limited to billing questions  
and address changes

Cost: \$.50 per customer/per month

**C. PACKAGE**

Maintain customer list and files  
Assist escrow in property transfers  
Customer correspondence  
Interface with government agencies/represent owners when requested

Cost: \$1.00 per customer/per month

**D. ACCOUNTING PACKAGE**

Deposit payments  
Pay bills  
Provide monthly, quarterly & annual accounting reports  
Pay State Taxes

Cost: \$1.00 per customer/per month

All other services will be provided on an hourly basis.

Clerical Services \$30.00 per hour

Computer Services \$37.00 per hour