



PROCEDURES AND WORK INSTRUCTIONS MANUAL

Page:

Date of issue:

Procedure Code: *MWS/QCM/CA-029*

Revision No.

**MURANG'A WATER AND SANITATION COMPANY LIMITED**

NAME .....

P.O Box .....

DATE .....

The Commercial Manager

MURANG'A WATER AND SANITATION COMPANY LIMITED

P.O Box 1050

MURANG'A

**RE: TERMINATION OF WATER SUPPLY CONTRACT CONN.....**

I wish to terminate my water supply contract with you with you as from .....and subsequently request for water deposit Receipt No .....of Ksh.....and Less the final bill of Kshs..... Thus a total of Kshs.....

Yours Faithfully

Name .....

Sign .....

(Applicant)

FOR OFFICIAL USE	AMOUNT	DATE PAID	RECEIPT
CURRENT BILL	.....	.....	.....
FINAL BILL	.....	.....	.....
TERMINATION FEE	.....	.....	.....
RECONNECTION FEE	.....	.....	.....
SEARCH FEE	.....	.....	.....
<b>TOTAL CHARGES</b>	.....	.....	.....

PREPARED BY ..... SIGN ..... DATE .....

CONFIRMED BY ..... SIGN ..... DATE .....

**METER READING**                      **LOCALITY** .....

DISCONNECTED BY ..... SIGNATURE..... DATE.....

FINAL METER READING ..... DATE .....

CONFIRMED BY ..... SIGNATURE .....DATE.....

COMMERCIAL MANAGER SIGNATURE ..... DATE .....