

Summary Billing Service Contract and Worksheet

Send Master Account Billing to:



CUSTOMER NAME ON BILLING

PRIMARY CONTACT NAME

MAILING ADDRESS

CITY

STATE

ZIP

PHONE

MASTER BILLING CYCLE*

REQUESTED EFFECTIVE DATE

*OTP will determine master cycle. Per Summary Billing Contract, OTP will assign a master billing cycle within 10 days of the last meter being read each month. Example: If accounts fall in different billing cycles, after the last account is read for the month, the master billing cycle will be set approximately 10 days after. All accounts will bill together at that time.

SUMMARY BILLING SERVICE CONTRACT

CUSTOMER AUTHORIZATION: Customer authorizes Otter Tail Power Company ("Company") to provide Summary Billing Service according to the Company's General Rules and Regulations (on file with the Commission), as the same may be changed from time to time. The customer accounts to be included for Summary Billing Services shall be attached to this contract. The Terms and Conditions of this contract are listed in [Section 4.12](#) of the Company General Rules and Regulations ('Pricing' area, by state, at website). Customer agrees to either send in the most recent copy of all bills selected for summary billing OR complete the Summary Billing Service Worksheet.

CHANGES BY CUSTOMER: Request to change the above customer information or add or delete an account included in a summary bill described on the Summary Billing Service Worksheet must be made 45 days before the desired effective date. The change must be accepted by the Company.

CHANGES BY OTTER TAIL POWER COMPANY: The Company reserves the right to make changes from time to time in the administration of Summary Billing Services. The service is subject to Company's General Rules and Regulations as they now exist or may hereafter be changed. Company will notify participating customers of any changes to the service provided. **PLEASE NOTE:** The Company will review all accounts on the Summary Worksheet and determine the most appropriate master billing cycle. This master billing cycle will typically occur within 10 calendar days after the last meter reading is obtained for all accounts each month. The Company will do its best to ensure that all accounts go together in one summary bill, but there may be times when separate summary billings will occur. A review of all accounts enrolled in summary billing should be made by the Customer before remitting payment to ensure all accounts have billed as expected.

CANCELLATION: This contract may be cancelled by the Customer or the Company with a 45-day written notification. Cancellation will cause the Company to discontinue the Customer's summary bill, reverting the individual accounts to separate monthly billing with the bills mailed to their individual mailing addresses unless otherwise specified by Customer in writing at the time of cancellation.

LIABILITY: The Company shall not be liable for any customer costs that may result from actions by the Company pursuant to the approved tariff, including: any refusal, delays, or failure to provide for Summary Billing Service when requested, for summary bill account charges or for reverting accounts to standard billing and mailing.

APPROVAL SIGNATURES

CUSTOMER

OTTER TAIL POWER COMPANY REPRESENTATIVE

TITLE

TITLE

DATE

DATE

SUMMARY BILLING SERVICE WORKSHEET

CUSTOMER NAME ON BILLING DATE

LIST OF ACCOUNTS FOR SUMMARY BILLING

NAME OF ACCOUNT	PHYSICAL ADDRESS OF ACCOUNT	ACCOUNT #	CURRENT BILLING CYCLE
John Doe	123 Any Street, City, State	12345678	OTP Rep will complete

HOW TO SUBMIT

Print both pages of the completed form and mail to: Otter Tail Power Company
Attention: Customer Care
PO Box 496
Fergus Falls, MN 56538

CUSTOMER: A final copy of the contract signed by the OTP Representative will be mailed to you. Please keep a copy of the final contract and worksheet for your records.