



SUMMARY BILLING SERVICE CONTRACT

Primary Customer Information	[Send master account billing to:]
Name: _____	_____
Contact: _____	_____
Address: _____	_____
Phone: _____	_____

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. 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.

Cancellation

This contract may be cancelled by either 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

	Otter Tail Power Company
Customer Representative	By: _____
Title	Title _____
Date	Date _____