

Columbia Gas of Kentucky
April 2012

Checklist for Completing the Delivery Service Agreement

Delivery Service Agreement – Page 1

Complete the following items:

- Customer's Legal or Corporate name
- Customer's DBA (if applicable)
- Customer Group (Nom Group Number)
- Customer's billing contact telephone no (with area code)
- Contact Person/Title
- Company Name - ("Customer")

Columbia will complete the following items:

- Contract number
- Date of the contract
- Billing cycle year - Section 5. Term.

Delivery Service Addendum – Page 2

Complete the following items:

Section A.	Point(s) of Receipt into Columbia Gas of Kentucky
Section B.	Facility address (street, city, state, zip code), PCID and PSID
Section C.	Type of Business
Section D.	Rate and Service Selections and Alternate fuel data.
Customer Notices	Customer mailing address for contract including DBA (if applicable), contact name, title, telephone and fax numbers, and e-mail address
Signature section	Customer signature, Printed Name, Title

Agency Agreement – Page 3

Complete the following items:

Customer Corporate name, Marketer Corporate name, PCID No. for each customer account to be served by the agent.

Customer's Authorized Employee Information – Authorized Employee Signature, Printed name, Title, Phone No., E-mail Address, Address, Fax No., and Date.

Agent Authorized Employee Information – Authorized Employee of Agent Signature, Printed name, Title, Phone No., E-mail Address, Address, Fax No., and Date.

Attachment A

Request for Emergency Contact Information and Request for Mailing Address Change/Third Party Mailing Address

Columbia requests that you complete all information on this form.

Due date – 1st of each month

All forms must be received by CKY in completed, legible form via fax or .pdf file by email. All forms are due by the 1st of each month for gas flow to begin the following month. If the 1st falls on a holiday or weekend, the deadline is the business day PRIOR to the 1st. If a contract is not completed properly, it will not be processed and it will be returned to the Agent.