



NAME OF REQUESTOR: AGENCY/COMPANY: PHONE NUMBER: FAX NUMBER: EMAIL ADDRESS:

Description of Requested Documents:

I am Requesting the Following Services: Inspection Copying Inspection & Copying General Information Other Electronic Copies

***** FOR DISTRICT USE ONLY *****

Request Received Via: Walk-in Mail Email Telephone Other

Forward to: Administration Billing/ Service Communications Conservation & Water Mgmt Engineering Environmental Services Facilities & Maintenance Finance Human Resources/Risk Legal Counsel Operations

Date Request Received by CVWD: Date to Complete By:

Assigned to: Department:

List of Documents Provided:

Documents provided by: Employee Name Date

Total Cost of Copies : \$ Completed on: Completed By: Department:

For questions, please contact the Clerk of the Board office at 760-398-2651 or via email at PRRequests@cvwd.org

I understand there may be a charge for duplication of materials that I may request and I agree to pay for those copies before receiving the material. The cost per photocopy of black & white 8-1/2x 11, 8-1/2 x 14, or 11 x 17, is \$ 0.25 per page.