

Shareholder & Tenant Information

- Tenant Information form needs to be received prior to running or ordering any water
- All fees must be paid before running any water!

Water Ordering Hours

- ✓ Monday – Friday
9:00 a.m. to 2:30 p.m.
Office is closed by 2:00 p.m. for processing & transfers
- ✓ Weekends & Holidays:
8:00 a.m. to 10:00 a.m.
Phone Orders only and the Office is closed
- ✓ Call: **970-535-4531**
- ✓ E-mail your water orders
..... see details >>>>
- ✓ If you turned your water on, you "Must", shut your water off!
- Ditchriders do not take water orders for any reason

Contact Info:

- Office: 970-535-4531
- E-Mail:
Highlandditch@aol.com

You can now E-Mail your water order to: **WaterOrders@aol.com**
Note the following hours to E-Mail your Water Order:

- **Monday - Friday 6:00 a.m. to 1:00 p.m.**
- **Weekends and Holidays from: 6:00 a.m. to 9:00 a.m.**

I'm not trying to confuse you, *about water ordering hours*, just trying to provide every possible and convenient way for you to place your water order. As we still need time to accurately process the orders.

- **Always state: Shareholder name, your name, headgate number, if you are turning water on, off, or adjusting, how many inches and leave your immediate contact phone number**

Make sure you get a reply back from us. > > "Give it a try and get a reply" ☺

Shareholder & Tenant Information Form

Also use this form if Shareholder is an entity

This form must be received "prior" to any water deliveries or water order. All fees must be paid!

Shareholders Information:

For Account No. (s) _____ for _____ Shares.

Name, as it appears on your Stock Certificate or Contract Right:

Address: _____

City: _____ State: _____ Zip _____

Day & Night Phone Numbers:

E-Mail Address: _____

TENANT INFORMATION

Shareholder; list below who you are authorizing, to order water from your Highland Ditch Company account, for Water Season 2015

Tenant Name: _____ Phone # _____

Tenant Name: _____ Phone # _____

Are the above authorized tenant(s) allowed to move water in and out of your Highland Ditch Company account?

_____ Yes _____ No

* _____ Date: _____

Shareholder Sign & Date