

**Example-Minimum Bill ONLY**

PRE-SORTED  
FIRST CLASS MAIL  
U.S. POSTAGE  
PERMIT NO. 5  
EMPORIA, VA

**Front**

City of Emporia Water & Sewer  
PO Box 511  
Emporia, Virginia 23847

Location: 201 South Main Street

Account # 12345

Service	From	To	Previous	Current
	4/10	5/10	2642	2662

Consumption	# Days	Service	Charges
20		Water	19.85
20		Sewer	21.11
		Sanitation	20.50
		Water Mtr	1.50
		Taxes	3.00

Amounts are calculated by the number of gallons times the current water and sewer rates

Date payment is due

Please remember to remit stub or write account number on your payment

PLEASE RETURN THIS STUB WITH PAYMENT

Billing Date	05/30/2016
Due Date	06/20/2016
Total Due	65.96
Account #	12345

New Charges 65.96

Total Due 6/20/16 65.96

Please remit this amount to ensure your account is paid in full

THANK YOU FOR YOUR PAYMENT

AUTO DRAFT ON 6/10/16

This will show only if account is set up on auto draft

**Back**

CODE EXPLANATION

- WA – WATER
- SW – SEWER
- SA – SANITATION
- DF – DUMPSTER
- WC – METER

PLEASE MAKE CHECKS

PAYABLE TO:

CITY OF EMPORIA  
WATER DEPT.  
P.O. BOX 511  
EMPORIA, VA 23847  
PHONE: (434)634-2349

READ CAREFULLY

Water, Sewer, and sanitation bill payments are due in full by 5:00 p.m. on the 20<sup>th</sup> of each month. A \$15.00 late fee penalty shall be imposed on customers not paying their bill in full by that date and time. Water, sewer, and sanitation bills shall be paid by 5:00 p.m. on the 4<sup>th</sup> of the next month to avoid discontinuation of service the following business day. A \$60.00 reconnect fee shall be charged to those customers not paying by that date and time.