



**COMMERCIAL SERVICE/INFORMATION REQUEST FORM**

<b>Company Requesting Information</b>	Company:		Phone No.:
	Contact Person		EMAIL:
	Address:		
	City:	State:	Zip Code:
<b>Project Information</b>	Project Name:		
	Service Address:		Closest Intersection:
	City:	State:	Zip Code:

**Information Required**

If existing customer, please provide Washington Gas Account # \_\_\_\_\_  
 New Construction

Please provide as much of the following information as is available when completing this request.

Type of Commercial:  Office Building  Dry Cleaners  Retail  Restaurant  Food Store  
 Motels/Hotels  Religious Building  Warehouse/Light Industry  Medical Building  School  Other \_\_\_\_\_

List proposed equipment by type and BTUH input rating. Indicate the operating schedule of any process applications. List boilers by BTUH input rating and indicate if boilers are dual-fueled. List make-up air units by BTUH input rating and CFM supplied. List absorption air conditioning by BTUH input and tonnage supplied. List existing equipment that will continue to be utilized in the left column. List new/added equipment in the right column.

Qty.	Existing Equipment Description	BTUH Input Rating	Qty.	New Equipment Description	BTUH Input Rating
<b>Total BTUH Input (All Equipment-New and Existing); Total BTUH</b>					

Existing Gas Pressure at Meter Outlet: <input type="checkbox"/> Standard pressure (7" w.c.) <input type="checkbox"/> Other _____ psig	Gas Pressure Requested at Meter Outlet: <input type="checkbox"/> Standard pressure (7" w.c.) <input type="checkbox"/> 2 psi <input type="checkbox"/> Other _____ psig
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Project Start Date:
Gas Required Date:
Signature:
Date:

**Send Request to:** Washington Gas  
6801 Industrial Road  
Springfield, Virginia 22151  
Business Development  
(703) 750-7691 (FAX)

**\*\*IMPORTANT\*\***

\*ALONG WITH THIS SIGNED AND COMPLETED FORM, PLEASE PROVIDE AN ELECTRONIC SITE PLAN WITH GAS METER LOCATION(S) CLEARLY MARKED, PREFERRABLY IN AUTOCAD FORMAT.  
**PLEASE COMPLETE A SEPARATE SHEET FOR EACH METER YOU ARE REQUESTING**