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GENERAL INFORMATION (Cont'd)

II.8. METER READING, BILLING AND COLLECTION

A. Meters and Billing Period

At the option of the Company, meters shall be read either monthly or bi-monthly. If the meter reading of a Customer is for a consumption period greater or less than a billing month, the stated rates shall apply pro-rata to the nearest full day of usage.

Upon implementation of the Company's new customer information system, anticipated to be on or about July 1, 2015, a billing month may be any period consisting of not less than twenty-six (26) days nor more than thirty-five (35) days, and a bill for any shorter or longer period will be prorated on the basis of a thirty day billing period. The Company shall file a letter providing the Commission with 30 days notice prior to implementation of the Company's new customer information system.

B. Combined Billing

Rates under all Service Classifications are based upon the quantities of gas registered by each individual meter for the billing period for which the meter may be read, and upon the further proviso that a single meter shall not supply more than one customer and shall be for the Customer's own use; provided further that the Company may, when in its judgment the conditions warrant or to improve service, install two or more meters on the same premises to serve a single customer, in which event the consumption registered by such meter shall be consolidated and the rates under which service is taken applied to the total consumption. The term "same premises" means a single building; or the several buildings of a housing development under one ownership within a single parcel of land not intersected by a public highway or a city street; or the several buildings of a religious, charitable, educational or benevolent corporation if used exclusively for such purposes; or an industrial plant if situated on adjoining properties even though intersected by a public highway or a city street. Once a service line and meter are established as serving a single building or portion of a building, as a separate account, that building or portion of a building shall remain a separate account and shall not be eligible for combined billing regardless of change of ownership.

C. Meter Reading, Estimated Bills and Backbilling for Residential Customers

(1) Meter Reading and Estimated Bills

For the months in which the meters are not read, or should any meter or measuring device used under an agreement for service for any reason fail to register for any period of time the full usage of service by a customer, or if the actual usage of service cannot be obtained because of the inability of the Company to read a meter or measuring device, the usage of service by such customer shall be estimated by the Company on the basis of available data and the customer shall be billed accordingly.

Estimated bills may be routinely sent to the customer for a period of four months or two billing periods, whichever is greater. If no actual reading is obtained after the aforementioned period, the Company shall take reasonable actions to obtain an actual meter reading. Such actions may include but are not limited to:

Issued by <u>C. M. Carlotti, President, 6363 Main Street, Williamsville, NY 14221</u> (Name of Officer, Title, Address)