



### City External Agent Notice

**Notice of Unplanned Service Disruption**

**Notice of Planned Service Disruption**

There will be/is a service disruption at \_\_\_\_\_  
impacting the delivery of goods and services for customers from  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
To / Date: \_\_\_\_\_ Time: \_\_\_\_\_

The goods and services unavailable during this service disruption are:

SERVICE #	FLOOR
1.	
2.	
3.	
4.	
5.	

The services listed above can be accessed at Stratford City Hall, 1 Wellington Street.

We apologize for any inconvenience this disruption has caused. Should you require additional information on the delivery of this service, please call 519-271-0250 X 237

Note to Agent: please forward a copy of this form to the clerk's office (fax 519-273-5041) for distribution, also, post a copy of this form or facsimile in (an) appropriate location(s).