



City Department/Division 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 the following time, date, location, or method:

SERVICE#	TIME, DATE, LOCATION, OR METHOD
1.	
2.	
3.	
4.	
5.	

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 _____

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