

FAX-A-LOCATE SINGLE REQUEST COVER LETTER

JULIE Fax Number 1-800-292-0222

72 hours (3 working days) before you dig!

(Circle One)

DATE SENT: _____ **TIME SENT:** _____ a.m. or p.m.

SENT TO: JULIE, Inc.
Fax-A-Locate Program

SENT BY: Company Name: _____

Contact Person: _____

Contact Person's Phone Number: () _____

Fax Number: () _____

Number of Locates Sent: _____

DO NOT WRITE IN THIS SECTION - FOR JULIE, INC. USE ONLY

Number of Locates received: _____

Operator Initials: _____

Comments: _____



SINGLE LOCATE REQUEST FORM

FAX-A-LOCATE Number 1-800-292-0222

FAX-A-LOCATE Requires a 72 Hour (3 Working Day) Advance Notice Before You Dig!

Date Faxed to JULIE: _____ Time : _____ Ticket # _____ of _____

1	COMPANY PHONE NUMBER WITH AREA CODE	CALLER NAME
2	COMPANY NAME	
3	COMPANY ADDRESS	
4	COMPANY CITY, STATE, ZIP CODE	FAX NUMBER WITH AREA CODE
5	SITE CONTACT	PHONE NUMBER WITH AREA CODE EXTENSION (IF APPLIES)
6	COUNTY (this information MUST be given)	(Circle One and list location name) VILLAGE/CITY (URBAN) <input type="radio"/> UNINCORPORATED TOWNSHIP (RURAL) <input type="radio"/>
7	SUBDIVISION NAME	EXCAVATION SITE ADDRESS OR LOT NUMBER
8	NEAREST CROSS STREET/CROSS ROAD, REGARDLESS OF SIZE, WITHIN A 1/4 MILE (Please indicate whether Street, Road, Lane, Avenue, etc.)	
9	JULIE MEMBERS AND THEIR SUB-CONTRACTORS MUST PROVIDE THE SECTION - QUARTER/SECTION INFORMATION	TIER RANGE SECTION NUMBER QUARTER SECTION NUMBER
10	ADDITIONAL LOCATION INFORMATION (such as directions, landmarks, how far and what direction from nearest town, etc.)	
11		
12	TYPE OF WORK (trenching for sewer/water, cable/telephone drops, fence/deck installation, planting trees/schubs, new building foundations, curb/gutter, ditch work, road grading, paving, etc.)	
13	EXTENT OF WORK (locate north side of building, along rear lot line, front of property to curb and from lot line to lot line, etc.)	
14	ARE YOU DIRECTIONAL BORING OR HORIZONTAL DIRECTIONAL DRILLING? (Circle one) YES NO	WILL YOU BE DIGGING 7 FEET OR DEEPER? (Circle One) YES NO UNSURE
15	EXCAVATION SITE OWNER/RENTER'S NAME (if other than caller)	
16	NOTES TO UTILITIES ABOUT EXCAVATION SITE	
17		
18	START DATE/TIME OF EXCAVATION	
19	DIG NUMBER (given to caller by operator)	DIG NUMBER MEANS: A or X = JULIE system; XXX = Julian Calendar Day, XXXX = Request sequence number for that day. <i>Keep this number as proof of your call to JULIE and as a reference number for this call.</i>
JULIE MEMBER COMPANIES SENT THIS MESSAGE (given to caller by operator)		

FOR YOUR PROTECTION, IT IS SUGGESTED THAT YOU, AS THE EXCAVATOR, SEARCH THE AREA FOR THE FACILITIES OF OTHERS WHO ARE NOT JULIE MEMBERS AND NOTIFY THEM. IN ADDITION, YOU SHOULD COMMUNICATE WITH THE OWNER OF THE DIG SITE TO DETERMINE IF THERE ARE ANY PRIVATELY INSTALLED LINES.