



## Explanation

1. The meter order of the Chief Engineer identifies the deadline for compliance.
2. If, for good reason, meter installation is not going to be completed by the stated deadline, an extension of time must be requested. Use the form on the reverse of this explanation. Things that should be addressed in your plea for an extension are:
  - A. The progress that has been made to date.
  - B. The reason the diversion works will not be completed by the deadline date.
  - C. The amount of time before compliance will be completed.

**NOTE: Request should include a contract from meter installer stating the meter has been purchased and the estimated date which it will be installed.**
3. Further instructions:
  - A. Use extra pages as required.
  - B. Attach any supporting information for your request.
  - C. Be sure to sign and date your request

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If you have any questions, please contact the field office in your area:

**Topeka**

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**Garden City**

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