

Service
Transfer/
Cancellation

City of Barnesville

102 Front Street North - P.O. Box 550, Barnesville, MN 56514
Phone: 218-354-2292 Fax: 218-354-2472
The City of Barnesville is an equal opportunity provider and employer

General Information

Name: _____ Date: _____
Address: _____ Phone Number: _____
City: Barnesville State: MN Zip: 56514 Cell Number: _____
Transfer services to: _____ Address _____ Password _____
*****(Required for Telephone Disconnect)*****
Forwarding Address: _____ City: _____ State: _____ Zip: _____

I elect to have the following services Transferred or Disconnected:

Transfer Disconnect

 Electric Date _____
 Water Date _____
 Cable TV**** Date _____
 Return Cable Boxes only Date _____
 Telephone ** Date _____
 Internet*** Date _____

Customer Returned Router Yes No Charge applied to account \$ _____
(\$150.00 for Router applies)

Date Router Returned _____

Customer Returned Cable box(s) & Card(s) Yes No Charge applied to account \$ _____
**** (The following charges apply to cable boxes that are not returned in working condition)

Date Cable Boxes, Remotes, and Cards Returned _____

			Returned	Condition
A/V Cables (Grey or Black) \$5.00 each	X _____	cord(s) = \$ _____	_____	_____
“Smart Card” \$18.00 each	X _____	card(s) = \$ _____	_____	_____
SD Box charge \$87.40 each	X _____	box(s) = \$ _____	_____	_____
HD Box charge \$327.00 each	X _____	box(s) = \$ _____	_____	_____
PVR Box Charge \$362.00 each	X _____	box(s) = \$ _____	_____	_____
Remote Charge \$20.00 each	X _____	Remote(s) = \$ _____	_____	_____
HDMI Cord \$10.00 each	X _____	Cord (s) = \$ _____	_____	_____

Signed: _____ Date: _____

OFFICE STAFF USE ONLY:

Process to return Cable TV boxes and Internet Routers

Cable TV Boxes:

Please rate the condition of the equipment:

Cable Box	Excellent	_____	Good	_____	Fair	_____	Poor	_____	Missing	_____	
Remote	Excellent	_____	Good	_____	Fair	_____	Poor	_____	Missing	_____	
AV Cord (Red White Yellow)...	Excellent	_____	Good	_____	Fair	_____	Poor	_____	Missing	_____	
HD Cord...N/A	_____	Excellent	_____	Good	_____	Fair	_____	Poor	_____	Missing	_____
Smart Card.N/A	_____	Excellent	_____	Good	_____	Fair	_____	Poor	_____	Missing	_____

Complete the following 3 steps:

- 1) Clean Cable Box , remote and cordsDate _____ By _____
- 2) Removed from Magnaquest and Excel.....Date _____ By _____
- 3) Turned Off service in Incode.....Date _____ By _____

When cable box is returned It needs to be cleaned and taken out of Magnaquest, Excel and Incode. Once cleaned and removed from Magnaquest and Excel it can be placed on the shelf in the storage room.

Internet Routers:

Please rate the condition of the equipment:

Modem Condition	Excellent	_____	Good	_____	Fair	_____	Poor	_____	Missing	_____
Power Cord Condition ...	Excellent	_____	Good	_____	Fair	_____	Poor	_____	Missing	_____

Place returned Router and cords in the telephone mail box.