

**City of Medford
Water and Sewer Division
OFFICIAL BUSINESS**

c/o Mass Installation, Inc.
916 Pleasant Street, Unit 3
Norwood, MA, 02062



IMPORTANT NOTICE

In our continuing effort to improve our utility service to you, the **City of Medford Water and Sewer Division** needs to replace the water meter and/or meter transmitting unit (MTU) at your home or business and has contracted with Mass Installation, Inc. (MII). There is no cost to you for any of the needed work.

To schedule an appointment for your meter replacement, please contact Mass Installation, Inc. (MII), our installation contractor, at 1-800-933-1360, Monday – Friday, 8:00 A.M. – 5:00 P.M. You may also leave a message with their 24-hour answering service. MII will attempt to arrange an appointment time that is convenient for you. The average installation time is approximately less than one (1) hour.

You may also go to www.MassInstallation.com/appointment to request an appointment time through their website, and MII will contact you to confirm your appointment.

Participation in the City of Medford Meter Replacement is MANDATORY.

For more information please visit www.medfordma.org/departments/water-sewer/meters

Thank you for your prompt response and cooperation.

APPT. DATE: _____ TIME: _____