

Quick Reference

- Bills are mailed out the last business day of each month.
- Caddo Basin runs a month behind on billing. You will receive your first bill:

- Bills are due on the 15th of each month by 5:00PM whether or not you receive your bill. After the due date a \$10.00 late fee will be applied.
- The 25th of the month is disconnect day.
- Base fee \$35.00
- 0-10,000 gal. \$6.26 per 1,000
- Over 10,000 gal. \$9.83 per 1,000
- Convenient ways to pay your bill.
 - Online Bill Pay at caddobasin.com
 - Payment by automated Phone 903-458-9473
 - Payment by mail
 - Automatic Bank draft
 - Payment drop-off at location (**Cash, Check, or Money Order in office only**)
 - Financial Institution online bill pay

Your account _____

Paperless billing is available online at caddobasin.com.

You can also sign up for alerts and notifications through text or email at caddobasin.com or follow our Facebook page.

Do you know how many gallons your sprinkler uses each session? Take a reading before and after each session, then subtract the two numbers and that's how many gallons were used during that sprinkler session. Caddo Basin SUD does **NOT** give adjustments for sprinkler system usage.

I acknowledge this information _____, _____

Caddo Basin SUD asks that ALL sprinklers be set to manual use only. An established lawn needs about one inch of water each week. A sprinkler system can use anywhere from 3,000 - 5,000 gallons in one session. Do you know how much water goes through your meter in one session? Do you keep track of how many gallons are used when you hand water? Or use a soaker hose?

To check your usage, make sure you have all your water turned off and take a reading at the meter from left to right.

Turn your sprinklers on and let them run their session or water by hand as normal.

Once the session is finished and all the water is off, go to your meter and take another reading.

Subtract the first reading from the second reading and that is how many gallons your sprinkler session used.

Always remember that bills run a month behind, and meters are read every month on the 10th.

**For example, your July bill that is due July 15th will be for the usage of May 10 – June 20. August bill, due August 15th, usage for June 10 – July 10.

Water is life. Please help conserve.