

# ESend AGREEMENT

## SUBSCRIPTION SERVICE AGREEMENT



☐ NEW

☐ CHANGE

**Please read the following terms and conditions carefully, as they contain important information regarding the Lacombe County ESend subscription services:**

ESend subscribers will receive documents relating to their personal accounts and transactions with Lacombe County electronically, via the email address provided. (Includes: cash receipts, invoices, utility bills, and related correspondence);

It is the subscribers' responsibility to provide the correct email address to Lacombe County, and to inform Lacombe County of any changes to their email address;

If you have not received your utility invoice(s) by the 15th of each month, please contact the Lacombe County Office at 403-782-6601. Non-receipt is not justification for late payment and penalties will apply.

Name(s):		Email	
Street Address	City/Town	Postal Code	
Main Phone	Business Phone		

**PLEASE PROVIDE DETAILS FOR ALL ACCOUNTS AND/OR PROPERTIES YOU WOULD LIKE TO SUBSCRIBE:**

Utility Account Number(s)
Customer Number(s)

I/We the applicant(s) have read and agreed to the terms and conditions of the ESend service agreement, as presented above.

Signature of Applicant	Date
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The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for registration and administration of services and programs to the subscriber(s) named in this agreement. If you have any questions regarding the collection, use, or disclosure of this information, please contact the Lacombe County Manager of Finance at Lacombe County, RR 3, Lacombe, AB, T4L 2N3, or 403-782-6601.

Lacombe County  
RR3  
Lacombe AB, T4L 2N3  
Ph: 403-782-6601 | Fax: 403-782-3820  
Email: info@lacombecounty.com