

U-DIG

☎ 406-755-8344 FAX: 406-752-7306

FAX LOCATE REQUEST INSTRUCTIONS AND LIABILITY STATEMENT

INSTRUCTIONS:

Each fax request must be received on a fully completed U-DIG Fax Locate Request Form. Fax to (406) 752-7306. This line is open 24 hours daily, 7 days a week. All locates will be processed within two hours after being received.

DO NOT SEND EMERGENCY REQUESTS VIA FAX! Faxed locates are USUALLY processed immediately, or at least within two hours of the time received at the U-DIG call center.

Maps and detailed diagrams may be faxed with the request. They may be on multiple pages but each page must be 8½" x 11" or smaller. The digging areas must be clearly marked and labeled. Please show and label all areas, roads, and distances from main roads and cross roads.

A signed Liability Statement must be on file before processing any locate for your company. It is understood that any personnel of your company will have read these instructions and are aware of the liability statements.

PROCEDURE:

As soon as the faxed locate is processed, the U-DIG call center will fax you a copy of the same request ticket that is sent to all the appropriate utilities. If you have not received a copy of the request tickets within two hours, call 406-755-8344. The faxed copy of the request ticket that you receive will have a Line Location Number. Please refer to this number in any inquiries regarding handling of your locate request.

CAREFULLY PROOFREAD THIS REQUEST IMMEDIATELY!

IF THERE ARE ANY CHANGES OR CORRECTIONS, YOU MUST NOTIFY U-DIG WITHIN ONE HOUR OF THE TIME YOU RECEIVED THE COPY OF THE REQUEST TICKET. U-DIG cannot be responsible for changes if not notified.

STANDARD LIABILITY STATEMENT FOR LOCATE REQUESTS

The law requires 2 business days advance notice prior to digging (excluding holidays and weekends). If you dig prior to the line locate, you will be responsible for damages. Utility owned lines will be located only near your digging spot – not on the entire property. Please note: Privately owned lines will not be marked. You are cautioned not to machine dig within 18 inches of the marked line. Please make note of the line location number assigned on the copy of the locate ticket you receive. We will need a specific street address, and how you have marked the digging area. The address needs to be clearly marked on the property. You must contact us if there are any changes to your request information.

I HAVE READ AND UNDERSTAND THE ABOVE PROCEDURES AND STATEMENTS AND FURTHER UNDERSTAND THAT ALL LOCATE REQUESTS FAXED TO THE U-DIG CALL CENTER WILL BE PROCESSED IN THE SAME MANNER AS IF THE REQUESTS WERE PHONED TO THE CENTER.

COMPANY

NAME

DATE

TITLE

THIS AUTHORIZATION EXPIRES 12/31 OF EACH YEAR AND MUST BE RENEWED ANNUALLY.

U-DIG

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FAX LOCATE REQUEST CONTRACTOR VITAL INFORMATION SHEET

CONTRACTOR NAME (Business Name): _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

PHONE NO: _____ FAX NO: _____

OWNER/PRINCIPAL NAME: _____

CONTRACTOR'S REPRESENTATIVES ¹				
NAME	BUSINESS PHONE (including extension)	CELLULAR PHONE	PAGER NO.	OTHER NO.

PRIMARY BUSINESS: _____

U-DIG REQUESTS ARE USUALLY FOR LOCATES ON: PRIVATE PROPERTY PUBLIC RIGHT-OF-WAY

CONTRACTOR'S LOCATE NUMBER: _____

Contractor agrees to advise the U-DIG Locate Center of any changes in account status which could affect, in any way, the Center's ability to properly handle the locate request. This vital information must be updated annually or when changes occur.

Contractor certifies that all individuals with authority to submit fax locate requests have been advised of the required 2 business days advance notice requirement and that the contractor assumes all responsibility related thereto.

Name

Date

Title

¹Those who are authorized to represent the contractor in placing locate requests