**Section 600.160 Meter Bills**

a) Except as hereinafter set forth, bills rendered periodically to customers for metered service shall show the date and the reading of the meter at the beginning and the end of the period for which the bill is rendered, the due date of the bill, the volume of water used, the amount of the bill and a condensed statement of the principal rates.

b) In cases, however, whereby reason of the use of postal or other card form of billing, or for other good reasons, the information set forth in the preceding paragraph cannot reasonably be placed on such bills, any utility shall present for filing with the Commission, in conjunction with its rules, a proposed form of billing. Upon the said proposed form being approved or passed to the files by the Commission, billing shall be made in accordance therewith. The Commission may reject or require modification of any such proposed form of billing, or at its discretion, require a hearing thereon.

c) In those cases where the principal rates are not shown on the bill, the utility shall provide each customer a copy of the rates at least once each year and following a change in the rates. Said notice may accompany the regular bill for service.

d) In addition to the above, each utility shall file with the Commission Water Engineering Staff within 30 days from the date of this order, two copies of the bill form presently in use. Each time said form is changed, the utility shall file 2 copies of the new form with the staff and, if required, file a copy with the Commission.