



RainWise Cistern Supply Process

Below are instructions for ordering, picking up or delivery, and payment of the RainWise Cistern Supply sold through the Seattle Parks and Recreation Conservation Corps.

For questions regarding the process, please contact Tasha Bassett – tasha.bassett@seattle.gov or Natasha Bailey – natasha.bailey@seattle.gov

Cistern Supply Location and Hours

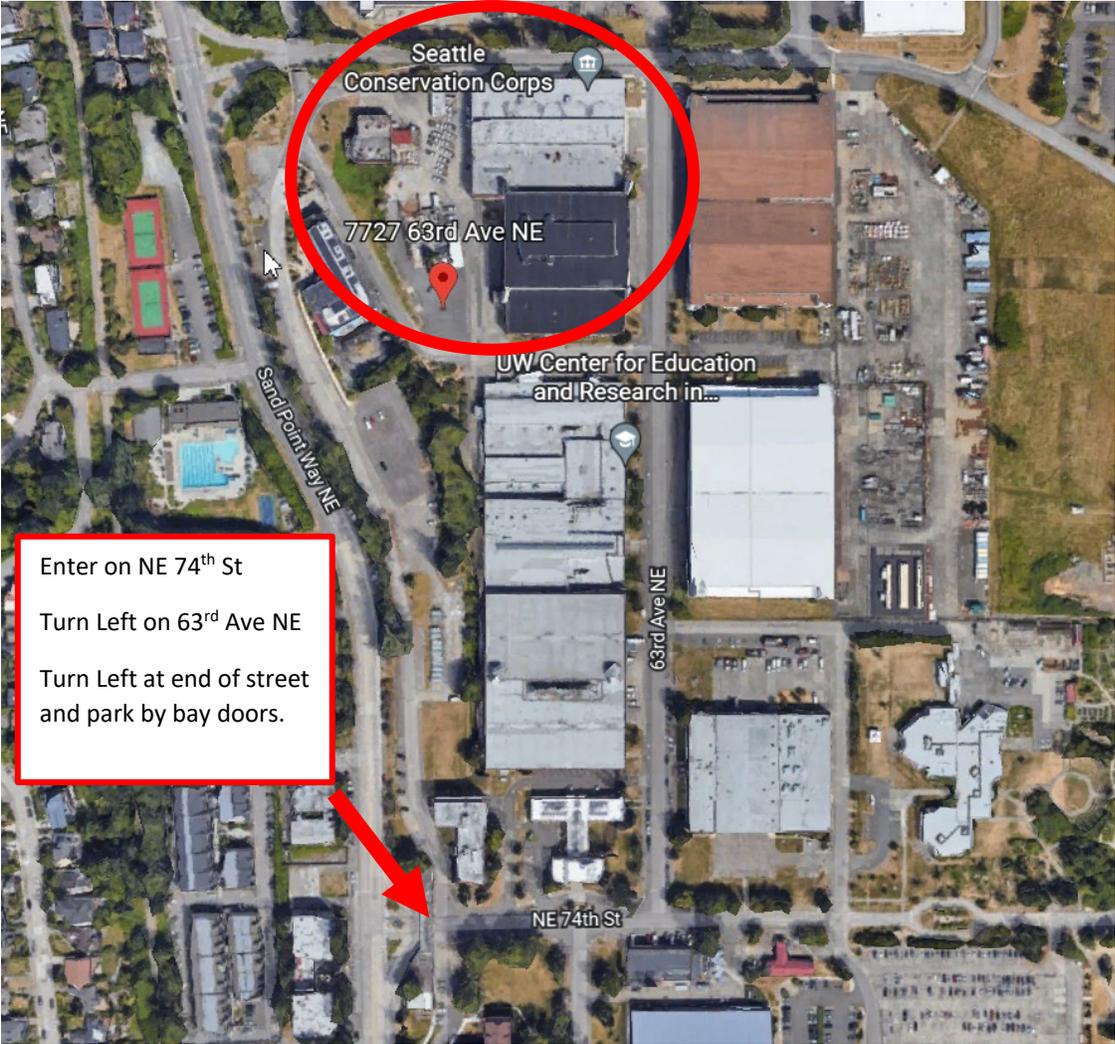
Location	Seattle Parks and Recreation Conservation Corp
Address	Magnuson Park – 7727 63 rd Ave NE Seattle, WA 98155
Order Hours	Monday – Thursday 7:30am – 3:30pm Every-other Friday – 7:30am – 2:30pm
Pick Up Hours	Monday – Friday 8:30am – 2:30pm
Order Contact Person	Penny Garrett (206) 684-0190 (office) (206) 225-8119 (cell phone)

Steps To Obtain a Cistern

Step 1	Contact Penny Garrett to confirm availability and price of the cistern you are interested in. You will need to provide the following: <ul style="list-style-type: none"> • Size and Quantity • Your resellers permit • Name of Company, Contractor Name, Phone Number • Are you picking up the order or do you want it delivered?
Step 2	If requesting Delivery - Deliveries can be done within the City limits for \$75 dollars paid directly to Conservation Corp. with a check or credit card. <ul style="list-style-type: none"> • Address of Property within Seattle City Limits • Cistern will be deliver on next available deliver date (Fridays) • Delivery Instruction Location • Company On Site Contact – Name, Phone Number of person
Step 3	If Picking Up: <ul style="list-style-type: none"> • Pull up to the North side of the building, park by the bay doors • Call Penny Garrett when you arrive (206) 225-8119 (cell phone) • Wait for assistance • Load cistern and you will receive an email of the cistern receipt.
Step 4	In 60 days you will receive an invoice from Seattle Public Utilites to be paid within 30 day. SEE INVOICE EXAMPLE BELOW.

Pick Up Location

7727 63rd Ave NE Seattle, WA 98155





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How Are You Invoiced?

- Cisterns cannot be deducted from the RainWise rebate.
- SPU accounting department will bill contractors directly.
- You will receive an invoice within 60 days that looks like the **below document**
- **Questions about invoicing email, please contact tasha.bassett@seattle.gov - (206) 615-0550 or natasha.bailey@seattle.gov**

INVOICE					
		Invoice #:		SU1005768	
Treasury Dept Accts Receivable, PO Box 94626, Seattle WA 98124-8928		Invoice Date:		6/24/21	
		Page:		1 of 1	
		SEATTLE PUBLIC UTILITIES			
Contractor Name Contractor Mailing Address		Customer #:		C10050124 - 1	
		Reference #:		-	
		Payment Terms:		Net 30	
		Due Date:		7/24/21	
		AMOUNT DUE:		\$808.00	
Past due balances may be subject to late fee penalties and interest. For billing questions, please call 206-615-1449.					
Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	RainWise Cistern Purchase	1.00	EA	808.00	808.00
				Subtotal:	808.00
				Total Amount:	\$808.00
RainWise Cistern Purchase - 301 S Henderson St					
<p>RETURN THIS PORTION WITH YOUR PAYMENT - Please do not write messages on the bill stub, instead write to us on a separate sheet of paper. Payments can be made at Seattle Municipal Tower, 4th floor Customer Service Center - 700 5th Ave, Seattle, WA 98124-4214. Hours: M-F 8am to 5pm</p>					
		Invoice #:		SU1005768	
Treasury Dept Accts Receivable PO Box 94626 Seattle WA 98124-6926		Customer #:		C10050124 - 1	
		Reference #:		-	
		Due Date:		7/24/21	
		Amount Due:		\$808.00	
		Enter amount Paid \$		_____	
Write invoice number on check. Please do not send cash.					
Contractor Name Contractor Mailing Address		Make check payable and mail to:		City of Seattle Treasury Dept Accts Receivable PO Box 94626 Seattle WA 98124-6926	
		300000000000000000000000SU1005768000000000080800			