



A Sempra Energy utility

REMITTANCE  
ADVICE

FOR OFFICE USE ONLY	
BUSINESS AREA:	<input checked="" type="checkbox"/> 2010 Distribution
DATE PREPARED:	1/1/2021
EMPLOYEE ID / M.L.:	12345 - SC1234
Log-in ID / PHONE #:	JSMITH

**JOB ID# XX-XXXX-XX-XXXXX**

BILL TO: John Smith  
1234 Anyplace Street  
Your City, CA 12345

OTHER: (Description of Request)

n/a

**Return Invoice with Payment  
Do Not Enclose Any Other Documents  
FEES ARE NON-REFUNDABLE**

Internal Order #:	300126012	SAP Account #:	123456
Plan File #:	XXXXXX	Cost Center:	1234 - 1234
# of Atlas Sheets:	0	Atlas Fee:	\$0.00
Will Serve Letter:	No	Letter Fee:	\$0.00
Letter Only Postage:	No	Letter Only Pstg Fee:	\$0.00
Atlas/Ltr Pstg Fee:	No	Atlas/Letter Pstg Fee:	\$0.00
PDF:	Yes		

MAIL TO: Southern California Gas Company  
Mail Payments  
P.O. Box 2007  
Monterey Park, CA 91754-0957

**TOTAL AMOUNT DUE \$ 0.00**

Make checks payable to: Southern California Gas Company

**COMPANY COPY - ENCLOSE TOP PORTION WITH TOTAL AMOUNT DUE**



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**REQUESTOR COPY - KEEP FOR YOUR RECORDS**



John Smith  
Pipeline Planning Assistant

1919 S. State College Blvd.  
Anaheim, CA 92806-6114

[JSmith@socalgas.com](mailto:JSmith@socalgas.com)

July 16, 2021

John Smith  
1234 Anyplace Street  
Your City, CA 12345

**RECEIPT OF ATLAS SHEET AND/OR  
WILL SERVE LETTER REQUEST**

Dear: n/a

This notice is to inform you that we have received your request for atlas sheet records and/or Will Serve letter document(s).

Please send your payment as shown on the attached Remittance Advice Form to SCG's Mail Payments.

**Job ID#: XX-XXXX-XX-XXXXXX**

**Remittance Advice Amount: \$ 0.00**

**Please note:** The amount of the check must match the amount shown on the Remittance Advice Form; and must be sent to the address shown on the Form. Any differences between the payment amount and the amount shown on the attached form will result in your check being returned to you and your request being delayed.

Thank you for your attention to this matter.

Sincerely,

*John Smith*

John Smith  
Pipeline Planning Assistant