

# Switching Energy Suppliers: The Process



## 1 Analysis

1. Supply us with your utility account number(s) and at least two bills from the last year from each account.  
(Preferably one from the winter and one from the summer.)
2. We will analyze your historical usage and prepare a quote.

## 2 Agreement

- We will work with you to create the optimal package:
- Contract Length
  - Product mix: We can offer you 100% Virginia-generated renewable energy, Tier 2, or a mixture of the two
  - Pricing Structure: Fixed Price or Index-based
  - Any other terms that are relevant to your business

## 3 Switch

- Once the contract is agreed, CCE will supply you with:
- Customer form
  - Request for W-9
  - You complete forms and return with W-9
  - CCE gives utility notification
  - Utility transfers meters via EDI
  - CCE sends welcome letter confirming meters, service dates and estimated first invoice

## Ongoing: Supply & Billing

- Your utility company reads your meters and uploads the data onto EDI on the existing schedule
- Your utility company will bill you for Distribution Service and taxes
- CCE will send a separate bill for Electricity Supply Service (ESS)

**Your utility company will bill for Distribution Service**

**CCE will send a separate bill for Electricity Supply Service**

**Your utility company will bill for Sales and Use Surcharge and state and local consumption and utility taxes**



### Explanation of Bill Detail

Previous Balance	3,812.80	
Payment Received	3,812.80CR	
<b>Balance Forward</b>		<b>0.00</b>
<i>Non-Residential Service (Schedule GS-2) 04/02-05/02</i>		
Distribution Service		
Basic Customer Charge		19.89
Distribution Service kWh		3.92
Dist Serv Demand Charge		467.90
All Applicable Distribution Riders		78.25
Electricity Supply Svc (ESS)		
Electricity Supply kWh	1,586.55	
Demand Charge		94.52
Transmission Demand Chg		289.74
Fuel		1,412.37
All Other Applicable ESS Riders		676.77
Sales and Use Surcharge		24.06
State/Local Consumption Tax		51.60
PRINCE EDWARD Utility Tax		40.00
<b>Total Current Charges</b>		<b>4,745.57</b>
<b>Total Account Balance</b>		<b>4,745.57</b>