

Customer Instructions



- Customer should email Agreement for Services form to UP.
- Form can be downloaded from (https://www.up.com/real_estate/index.htm)
 - Completed form should be emailed to flagging@up.com
 - It is important to provide accurate billing contact information
 - If request is approved
 - UP will provide the authorization of services form to the billing contact
 - Billing contact is responsible for forwarding the form to concerned personnel
 - Customer should contact UP Engineering to schedule service
 - Contact information will be provided on the authorization form
 - Customer should provide the authorization number to the flagman.
 - If request is denied
 - UP will provide details and customer is expected to address the concerns
 - UP will re-evaluate the request if the concerns are adequately addressed