

Rule No. 18  
NOTICES

Sheet 1

A. Notices to Customers

Any notice the Utility provides to a customer pursuant to its effective tariffs shall be

- (1) given in writing, either mailed, as defined in Rule No. 1, Definitions, to the customer's mailing address as specified in the customer's application for service, or in the customer's contract in case such customer has a contract for gas service, or at such address as may be subsequently given in writing by the customer to the Utility at its local district office, except that in emergencies the Utility may provide oral notices, or
- (2) delivered electronically to and/or received by the customer or customer's designee via electronic data interchange, e-mail, or other electronic means; provided, however, that discontinuance-of-service notices shall not be provided by electronic delivery, and should continue to be governed solely by Rule No. 9, Discontinuance of Service.

B. Notices from Customers

Any notice from a customer to the Utility under any of the Utility's effective tariffs may be provided to the Utility by the customer in person, or by an authorized agent at the Utility's local office, or in writing, properly enclosed in a sealed envelope and addressed to the Utility's local district office, postage prepaid, and deposited for delivery by the United States Postal Service.

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(TO BE INSERTED BY UTILITY)  
ADVICE LETTER NO. 3406  
DECISION NO.

ISSUED BY  
**Lee Schavrien**  
Vice President  
Regulatory Affairs

(TO BE INSERTED BY CAL. PUC)  
DATE FILED Sep 13, 2004  
EFFECTIVE Oct 23, 2004  
RESOLUTION NO. \_\_\_\_\_