



## 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](mailto:tasha.bassett@seattle.gov) or Jessica Farmer – [jessica.farmer@seattle.gov](mailto:jessica.farmer@seattle.gov)

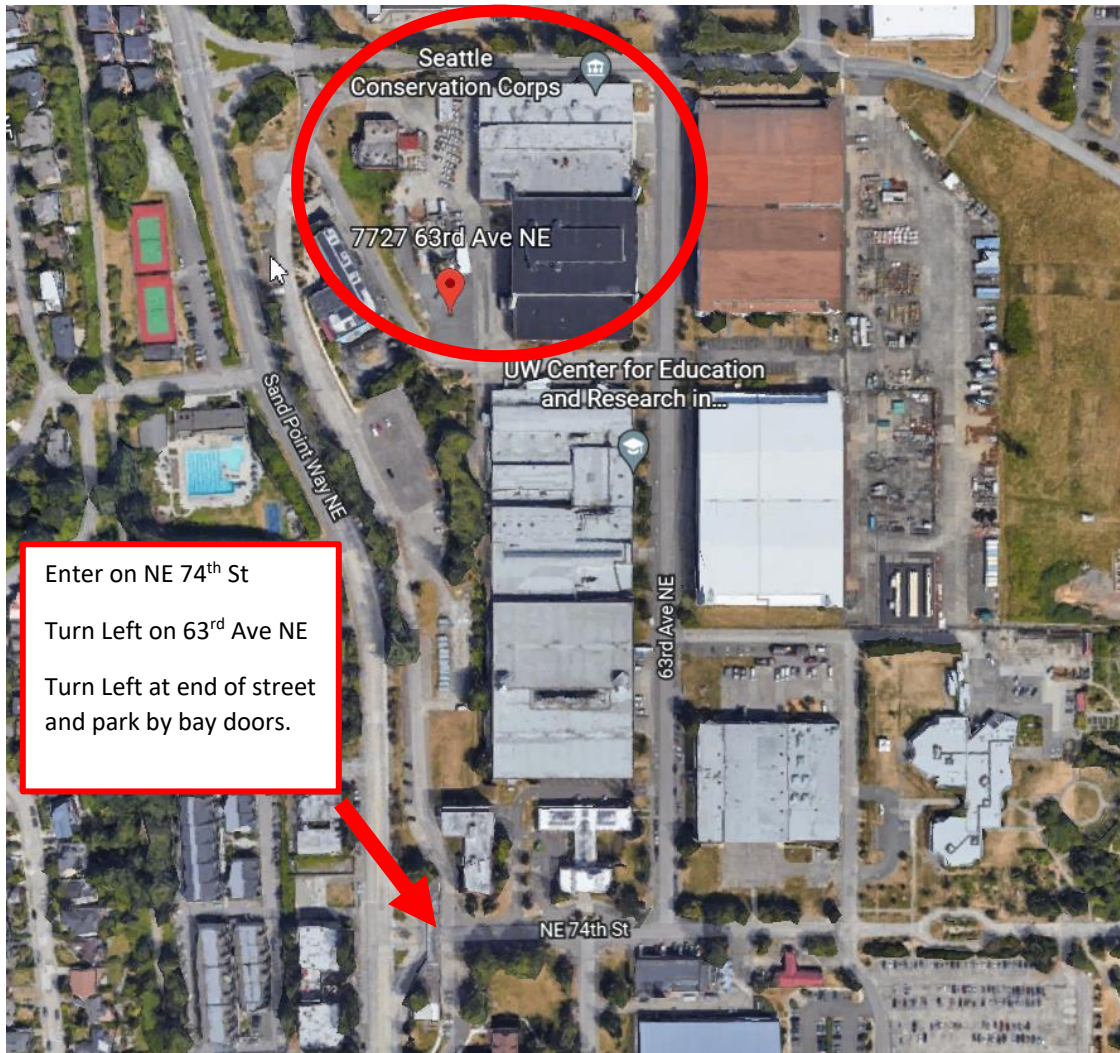
### Cistern Supply Location and Hours

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

### Steps To Obtain a Cistern

<b>Step 1</b>	Contact <b>Penny Garrett</b> 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"> <li>• Size and Quantity</li> <li>• Your resellers permit</li> <li>• Name of Company, Contractor Name, Phone Number</li> <li>• Are you picking up the order or do you want it delivered?</li> </ul>
<b>Step 2</b>	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"> <li>• Address of Property within Seattle City Limits</li> <li>• Cistern will be delivered on next available delivery date (Fridays)</li> <li>• Delivery Instruction Location</li> <li>• Company On Site Contact – Name, Phone Number of person</li> </ul>
<b>Step 3</b>	If Picking Up: <ul style="list-style-type: none"> <li>• Pull up to the North side of the building, park by the bay doors</li> <li>• Call Penny Garrett when you arrive (206) 225-8119 (cell phone)</li> <li>• Wait for assistance</li> <li>• Load cistern and you will receive an email of the cistern receipt.</li> </ul>
<b>Step 4</b>	In 60 days you will receive an invoice from Seattle Public Utilities to be paid within 30 day. <b>SEE INVOICE EXAMPLE BELOW.</b>

## Pick Up Location – 7727 63<sup>rd</sup> Ave NE Seattle, WA 98155






# RainWise Cistern Supply Process

## 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](mailto:tasha.bassett@seattle.gov) - (206) 615-0550 or [jessica.farmer@seattle.gov](mailto:jessica.farmer@seattle.gov)**

INVOICE



**City of Seattle**  
Treasury Dept Accts Receivable, PO Box 94626, Seattle WA 98124-6926

Invoice #: SU1005768  
Invoice Date: 8/24/21  
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 206-815-1449.

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	RainWise Cistern Purchase	1.00	EA	808.00	808.00
				Subtotal:	808.00
				<b>Total Amount:</b>	<b>\$808.00</b>

RainWise Cistern Purchase - 301 S Henderson St

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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, 4<sup>th</sup> floor Customer Service Center - 700 5<sup>th</sup> Ave, Seattle, WA 98124-4214. Hours: M-F 8am to 5pm



**City of Seattle**  
Treasury Dept Accts Receivable  
PO Box 94626  
Seattle WA 98124-6926

Invoice #: SU1005768  
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

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## RainWise Cistern Supply Process

### Current Cistern Pricing

#### Cypress Design Tanks

- 220 gal = \$448 W/O Filter, \$663 W/Filter
- 315 gal = \$644 W/O Filter, \$819 W/Filter

#### Norwesco Tanks

- 130 gal = \$826
- 205 gal = \$567
- 265 gal = \$881
- 420 gal = \$839
- 530 gal = \$1,325
- 660 gal = \$1,134
- 865 gal = \$1,478
- 1320 gal = \$1,714