

# LETTER OF AUTHORIZATION FOR THE REQUEST OF HISTORICAL USAGE INFORMATION

Date \_\_\_\_\_

Expiration \_\_\_\_\_

- 
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> TXU Electric Distribution | <input type="checkbox"/> Centerpoint    | <input type="checkbox"/> Sharyland          |
| <input type="checkbox"/> AEP                       | <input type="checkbox"/> TNMP           | <input type="checkbox"/> Entergy Texas      |
| <input type="checkbox"/> TXU Energy                | <input type="checkbox"/> Reliant Energy | <input type="checkbox"/> First Choice Power |
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Please accept this letter as a formal request and authorization for the above referenced Company to release energy usage and any account information, including kWh, kVA or kW and interval data (if applicable) for all accounts to CGP Solutions, LLC. This information request shall be limited to no more than the most recent 12 month period of service for load data and without limit to non-load data information.

If you have multiple ESI-ID locations, your Letter Of Authorization should include an attachment listing the correct account name, full address, individual ESI-ID's and designation of the respective TDSP. TDSP's will reject incomplete requests. Much of the information needed can be found on your billing statement and the TDSP will gladly supply account information at your request for new locations.

Service Address

ESI-ID(found on bill)

Please refer to attached list for ESI-ID's and address information

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Please forward usage and load information when specifically requested by CGP Solutions, LLC in electronic (Microsoft Excel) format to:

Greg Pendley at: [loa@cgp-solutions.com](mailto:loa@cgp-solutions.com) . Fax information can be sent to (713) 271-2473

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I affirm that I am legally authorized to request the release of information about the accounts and locations identified in this request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Billing Contact

\_\_\_\_\_  
Phone/Cell

\_\_\_\_\_  
Phone/Cell

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Fax

CGP Solutions, 9800 Centre Parkway, Suite 235 Houston, TX 77036  
Sales: 713-271-2471, Fax: 713-271-2473, Email: [loa@cgp-solutions.com](mailto:loa@cgp-solutions.com)



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**Letter of Authorization: ESI-ID's and Address List**  
**Customer Name:** \_\_\_\_\_

**TDSP List (list of TDSP's that apply to request), Select one TDSP per page**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> TXU Electric Dist. | <input type="checkbox"/> Centerpoint              | <input type="checkbox"/> Sharyland          |
| <input type="checkbox"/> AEP                | <input type="checkbox"/> TXU Energy Distributions | <input type="checkbox"/> TNMP               |
| <input type="checkbox"/> TXU Energy         | <input type="checkbox"/> Reliant Energy           | <input type="checkbox"/> First Choice Power |

**Hint! In MicroSoft Excel, you will need to format the fields with "Text" rather than "Number" to insure the correct ESI-ID number is included in the list.**

**Contact: 713-598-8981 for assistance**

**Email to: [loa@cgp-solutions.com](mailto:loa@cgp-solutions.com)  
 Please Email an Excel spreadsheet of the ESI-ID and complete address information**

**Fax to: 713-271-2473**

	ESI-ID	Address/City/State/Zip
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



### **Scope of Services:**

CGP Solutions maintains broker agreements with multiple pre-qualified Retail Electric Providers, from which the energy quotes are obtained. The approved list of REP's will receive an opportunity to participate in the bid process and may be asked for multiple pricing updates to test the market. The energy award shall be at the sole discretion of the Customer.

CGP Solutions will contact, gather and validate all account information prior to release to REP's to insure the ESI-ID list and contract conditions accurately reflect customer requirements.

CGP Solutions will gather, analyze and provide a bid analysis for the final review of offers.

CGP Solutions will assist with contract execution activities to insure a contract is prepared and fully executed according to customer specifications.

CGP Solutions will provide switch and renewal reviews to insure all Customer ESI-IDs are transitioned properly and in a timely manner. This oversight will include a post contract review of all accounts following the first 30 day window and second review after 60 days to identify any remaining issues. Steps will be initiated to resolve any outstanding service related issues.

CGP Solutions will provide a billing review semi-annually to determine the accuracy and performance of REP to contract.

CGP Solutions will provide guidance to the Customer with respect to the addition or removal of ESI-ID's during the contract term.

CGP Solutions will provide additional support in problem resolution that is escalated to the Public Utility Commission of Texas or to other regulatory agencies as required.

CGP Solutions will serve as an expert witness for customer should a customer need our support to resolve a legal proceeding related to a problem with the energy supplier.

### **Confidential Information**

The information contained in this document is confidential and proprietary, any unauthorized release or disclosure not legally required and disclosed in accordance with all regulations regarding the "Opens Record Act" will be considered a violation of our rights and subject to legal action.

CGP Solutions, LLC  
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Houston, TX 77036  
Phone: 713-271-2471  
Fax: 713-271-2473  
info@cgp-solutions.com