Attachment A - List of Attachments

Attachment B – Boston Neighborhoods (Word)

Attachment C.1 - Door-to-Door Marketing Notification Template - Municipality Information (Excel)

Attachment C.2 - Door-to-Door Marketing Notification Template – Vendor Contact Information (Excel)

Attachment C.3 - Door-to-Door Marketing Notification Template – Competitive Supplier Contact Information (Excel)

Attachment D.1 - List of Third-Party Marketing Vendors Template – Door-to-Door (Excel)

Attachment D.2 - List of Third-Party Marketing Vendors Template – Telemarketing (Excel)

Attachment E.1 - Electric Supplier Contract Summary Form Template (Word)

Attachment E.2 - Gas Supplier Contract Summary Form Template (Word)

Attachment F.1 - Electric Supplier Automatic Renewal Notification Template (Word)

Attachment F.2 – Gas Supplier Automatic Renewal Notification Template (Word)

Attachment G – Automatic Renewal Report Template (Excel)

Attachment H - Supplier Enrollment Report Template (Excel)

Attachment B - Boston Neighborhoods

Neighborhoods within the City of Boston:

- Allston
- Back Bay
- Bay Village
- Beacon Hill
- Brighton
- Charlestown
- Chinatown-Leather District
- Dorchester / Mid-Dorchester
- Downtown
- East Boston
- Fenway-Kenmore
- Hyde Park
- Jamaica Plain
- Mattapan
- Mission Hill
- North End
- Roslindale
- Roxbury
- South Boston
- South End
- West End
- West Roxbury

Source: https://www.boston.gov/neighborhoods

E.1- Electric Supplier Contract Summary Form Template (Fixed-Price Product)

[SUPPLIER LOGO/NAME]

ELECTRIC SUPPLY CONTRACT SUMMARY

You have purchased an electric supply product from [Supplier Name]. Your electric utility will continue to deliver the electricity you use to your home.

Price	[xx] cents per kWh. This does not include the price that your electric utility will charge you for the delivery component of your electric service.
Term	The above price will remain constant for [xx] months.
Enrollment Fee	The product includes a one-time enrollment fee of \$[xx].
Early Cancellation Fee	If you cancel your contract prior to the end of its term, you will be charged a fee of \$[xx].
Other Fees	[Description, in plain language].
Automatic Renewal	Your contract will automatically renew to a new price at the end of the contract term unless you inform [Supplier Name] otherwise. The new price may be higher or lower than the existing price. [Supplier Name] will contact you no later than 30 days before each automatic renewal to notify you of your supply options.
Renewable Energy Content	The Commonwealth of Massachusetts requires that all electric supply products include a minimum of [mandatory minimum RPS compliance percentage]% renewable energy resources. This product meets the minimum requirement.
Incentives	[Description, in plain language].

Rescission Period	You have 3 days to cancel this contract free of charge from the time you receive your contract and terms and conditions.
Competitive Supplier Information	[Supplier Name], DPU license number: [DPU license number], [telephone number], [website]. [Supplier Name] is only responsible for the electric generation portion of your bill.
Electric Utility Information	[Name of Electric Distribution Company] will continue to deliver the electricity that you use in your home and is responsible for the delivery charges that appear on your monthly bill. If you have questions about the delivery portion of your bill, contact [Name of Electric Distribution Company] at [telephone number], or by visiting its website at [website].
The Massachusetts Department of Public Utilities recommends that consumers visit the Energy Switch website to view the broad range of available electric supply products, including your electric utility's basic service price. You can visit the website at http://energyswitchma.gov.	

Attachment E.2 - Gas Supplier Contract Summary Form Template (Fixed-Price Product)

[SUPPLIER LOGO/NAME]

GAS SUPPLY CONTRACT SUMMARY

You have purchased a gas supply product from [Supplier Name]. Your gas utility will continue to deliver the gas you use to your home.

Price	[xx] cents per therm. This does not include the price that your gas utility will charge you for the delivery component of your gas service.
Term	The above price will remain constant for [xx] months.
End of Contract Term	[Supplier Name] will place you on your gas utility's supply service at the end of the contract term unless you choose an alternate supply option.
Rescission Period	You have 3 days to cancel this contract free of charge from the time you receive your contract and terms and conditions.
Competitive Supplier Information	[Supplier Name], DPU license number: [DPU license number], [telephone number], [website]. [Supplier Name] is only responsible for the gas delivery portion of your bill.
Gas Utility Information	[Name of Distribution Company] will continue to deliver the gas that you use in your home and is responsible for the delivery charges that appear on your monthly bill. If you have questions about the delivery portion of your bill, contact [Name of Gas Distribution Company] at [telephone number], or by visiting its website at [website].

The Massachusetts Department of Public Utilities recommends that consumers visit the Gas Division website to view the current gas supply rates offered by their gas utility. You can visit the website at https://www.mass.gov/info-details/cost-of-gas-adjustment-factor-rates-and-information.

Attachment F.1 – Electric Supplier Automatic Renewal Notification Template

[SUPPLIER LETTERHEAD]

IMPORTANT INFORMATION REGARDING YOUR ELECTRIC SUPPLY CONTRACT WITH [Supplier Name]

As a customer of [Supplier Name], we purchase and supply electricity on your behalf, while your electric utility continues to deliver the electricity you use to your home. Your current supply price, [xx] cents per kWh, will end during [month, year]. Unless you contact us, your contract will automatically renew to a new price, [xx] cents per kWh, which will remain in effect for [xx] months.

Please contact us at [email address] or [telephone #] prior to [month, year] if you do not wish your contract to be automatically renewed, or to find out more about electricity supply products that we offer.

The Massachusetts Department of Public Utilities recommends that consumers visit the Energy Switch website to view the broad range of available electric supply products, including basic service offered by your electric utility. You can visit the website at http://energyswitchma.gov.

[Optional supplier-specific language]

Attachment F.2 - Gas Supplier Automatic Renewal Notification Template

[SUPPLIER LETTERHEAD]

IMPORTANT INFORMATION REGARDING YOUR GAS SUPPLY CONTRACT WITH [Supplier Name]

As a customer of [Supplier Name], we purchase and supply gas on your behalf, while your gas utility continues to deliver the gas you use to your home. Your current supply price, [xx] cents per therm, will end during [month, year]. Unless you contact us, your contract will automatically renew to a new price, [xx] cents per therm, which will remain in effect for [xx] months.

Please contact us at [email address] or [telephone #] prior to [month, year] if you do not wish your contract to be automatically renewed, or to find out more about gas supply products that we offer.

The Massachusetts Department of Public Utilities recommends that consumers visit the Gas Division website to view the current gas supply rates offered by their gas utility. You can visit the website at https://www.mass.gov/info-details/cost-of-gas-adjustment-factor-rates-and-information.

[Optional supplier-specific language]