

Electric Service Evaluation Template for Electric Fleets

This template is found in the Appendix to “Preparing to Plug In Your Fleet: 10 Things to Consider.”

Prepared by the Edison Electric Institute in collaboration with the American Public Power Association and the National Rural Electric Cooperative Association

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Electric Service Evaluation Template for Electric Fleets

- This template is intended for customers that are embarking on a fleet electrification project and are ready to begin evaluating their electric service needs. Filling out as much of the information as possible will help your electric company evaluate the electrical service needs for your project.
- You may evaluate multiple locations with a single form if the planned fleet operating profile is the same at each location and the locations are served by the same electric company. If additional space is needed for any question, please attach additional sheets.
- This template is NOT intended to replace the standard service request form of any given electric company. Additional paperwork may be required to initiate a formal service request.
- This template may be updated periodically. Please check for the latest version here: <https://www.eei.org/issuesandpolicy/electrictransportation/Documents/ElectricServiceEvaluationTemplate.pdf>

Contact Information

Customer. The customer is typically the organization named on the electric bill.

Name of organization:	
Electric company serving the customer:	Service agreement number:
Customer project lead or primary point of contact:	
Title:	
Phone number:	Email address:

Vendor or manufacturer. If you are a vendor, manufacturer, or design consultant filling out this form on behalf of a customer, please fill out the following information. NOTE: a customer must authorize its electric company to share customer information with third parties. This form does not constitute authorization.

Name of company:	
Vendor primary point of contact:	
Title:	
Phone number:	Email address:

Location Information

Location(s) to be evaluated. If evaluating a single location, fill out Location 1 and leave the other locations blank. If more than 3 locations are to be evaluated, please attach an additional sheet.

NOTES: Leased properties may require additional coordination with the property owner. If a location is served by a different electric company, a separate form will be needed.

Location 1			
Street address:			If multiple sites are being evaluated, what is the priority for evaluation of this site? (circle) HIGH MEDIUM LOW
City:	State:	ZIP:	
Does the customer lease this site? (circle) YES NO	If leased, what is the term (years)?	If leased, who is the property owner?	
Location 2			
Street address:			If multiple sites are being evaluated, what is the priority for evaluation of this site? (circle) HIGH MEDIUM LOW
City:	State:	ZIP:	
Does the customer lease this site? (circle) YES NO	If leased, what is the term (years)?	If leased, who is the property owner?	
Location 3			
Street address:			If multiple sites are being evaluated, what is the priority for evaluation of this site? (circle) HIGH MEDIUM LOW
City:	State:	ZIP:	
Does the customer lease this site? (circle) YES NO	If leased, what is the term (years)?	If leased, who is the property owner?	

Site diagram: Please attach to this form a site diagram for each location to be evaluated that identifies where the vehicles are expected to charge. This can be a simple aerial photo (e.g., Google maps) with markings added to indicate parking/charging location.

Vehicle and Operating Profile Information

Operating profiles of vehicles planned to charge at this location. Please complete a row for each of the unique daily operating profiles for the vehicles that will charge at this location.

	Vehicle Make and Model	Battery capacity (kWh)	Quantity	Est. Driving Start and End Time(s) (e.g., 9 a.m. to 5 p.m.)	Est. Parking Start and End Time(s) (e.g., 5 p.m. to 9 a.m.)	Est. Charge Duration (hrs.)	Est. Daily Mileage (mi.)
1							
2							
3							
4							
Total vehicles charging at this location							

Procurement plan. For each of the vehicles that will charge at this location, please specify the anticipated timing of delivery.

Vehicle Make and Model	Quantity	Order placed? (YES or NO)	Anticipated delivery date (mm/dd/yyyy)

Procurement plans within the next 5 years. If you are planning to procure additional vehicles to charge at this location over the next 5 years, please describe the type, quantity, and anticipated timing for delivery of these vehicles below.

Vehicle Make and Model	Quantity	Estimated timing for delivery (month or year)

Sustainability goals. Does your organization have any longer-term sustainability or environmental goals that may lead to procuring more electric vehicles in the future? If so, please describe below.

Charging Information

Charging equipment. If you know the type of charging equipment that will be used at this location, please identify the charging equipment and associate it with the operating profile(s) from Question 4. Each operating profile should have at least one charging equipment type.

Charging Equipment Make and Model	Maximum Rated Power (kW)	Quantity	Operating profile(s) from Question 4 for which this equipment will be used (e.g., 1, 2, 3, or 4)

Charging profile. If the vehicle manufacturer and/or charging equipment vendor has provided an expected charging profile (or “load profile”) for the vehicle(s) and operating profile(s) described on this form, please attach it to this form.

Separate service for charging. Are you considering connecting your vehicles to the existing building electrical service, or dedicating a separate electrical service to vehicle charging? NOTE: The electric company may have a recommendation or requirement based on the electrical service needed.

Service preference? (circle)		
CONNECT TO EXISTING BUILDING SERVICE	NEW ELECTRIC SERVICE FOR VEHICLE CHARGING	NOT SURE/NO PREFERENCE

Managed charging. Are you planning or interested in scheduling or otherwise managing vehicle charging at this location? If so, please briefly describe the approach below.

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Self-generation and storage. Are you planning or interested in integrating on-site electricity generation (e.g., solar) and/or energy storage at this location? If so, please briefly describe the approach below.

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