Meter Read Report

Please Submit Meter Reads the First Business Day of the Month

Date _____   Account Number _____   Contract Number _____

Company Name _____   Contact Name _____

Phone Number _____   e-mail Address _____

Model Number _____   Serial Number _____

Color Machines

Total (Black) _____

Copy Full Color Large _____

Copy Full Color Small _____

Print Full Color Large _____

Print Full Color Small _____

Black & White Machines

Total _____

Total Large _____

Copy Total _____

Copy Large _____

How to submit this form

Before you complete any of these steps please save a copy of this form to your computer. Title it with the model and serial number of your printer. (ex. "HP 4250 CNDX325X8B.pdf") If you have multiple printers, save them in the same folder. You may re-submit the same form every month and just update the meter values.

1.) Click the e-mail submit button at the bottom of this form.

    a. Select "Desktop Mail Application" to use your default e-mail program. A message will automatically generate addressed to General Data Invoicing with the form data attached to it. Just click send.

    b. Select "Internet e-mail" to use a web based e-mail application like gmail or hotmail. You will be prompted to log in to your web mail account. Once you do a message will be saved to your drafts folder addressed to General Data with the form data attached to it. Just click send.

2.) Save the completed form and use your own mail service to return it as an attachment.