



# RECORD MANAGEMENT DEPARTMENT

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TO: Records Management Department  
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<b>COPIER METER READ</b>
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Department Name : \_\_\_\_\_  
Copier Model No. : \_\_\_\_\_  
Copier Serial No. : \_\_\_\_\_  
For The Month : \_\_\_\_\_  
Account Number : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Telephone/Email : \_\_\_\_\_

Date Meter Read 

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Beginning Reading 

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Ending Reading 

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Total Reading 

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Meter Readings are **DUE** on the **20<sup>th</sup>** of each **Month**

THANK YOU!