



RECORD MANAGEMENT DEPARTMENT

TO: Records Management Department
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BIZHUB C35 COPIER METER READ

Department Name : _____
 Copier Model No. : _____
 Copier Serial No. : _____
 For The Month : _____
 Account Number : _____
 Contact Person : _____
 Telephone/Email : _____

Date Meter Read

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Black/White Reading

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Color Reading

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Total Reading

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Meter Readings are **DUE** on the **20th** of each **Month**

THANK YOU!