Copier meter reading log

TEMPLATE

METER READINGS

Copier	Location	Serial number	Reading date	Meter, black and white	Meter, colour	Last reading, black and white	Last reading, colour	Black and white used	Colour used	Read by	Notes

Free to copy, change and share.

WHAT THE CONTRACT SAYS

Copy these from the lease or service contract, so each reading can be checked against it.

Leasing or service company _____

Contract ends _____

Day the meters are read for billing _____

Black and white sides included each month _____

Colour sides included each month _____

Rate per black and white side over the allowance _____

Rate per colour side over the allowance _____

WHEN YOU READ THE METERS

- [ ] Read every copier on the same day each month, ideally the day the contract bills from.
- [ ] Print the copier's counter or meter report if it has one, and keep it with the log.
- [ ] Write down the total black and white and total colour counts, not a counter for one tray or one user.
- [ ] Copy last month's figures into the Last reading columns before typing this month's.
- [ ] Look into any row that says Check: a reading lower than the last one is a typo, a different counter or a replaced machine.
- [ ] Compare each month's sides used with the invoice before it is paid.

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