

Xerox Meter Read for

DEPARTMENT: _____

SERIAL NUMBER: _____

METER READ:

Total Billing Count: _____ -OR- Black/White Count: _____

Color Count: _____

POINT OF CONTACT: _____ EXT: _____

DATE: _____

Submit meter reads by fax or email:

FAX: (281) 283-2156 - OR- EMAIL: UHCLProcurement@UHCL.EDU

FOR ACCURATE BILLING

XEROX METER READS ARE DUE ON THE 6TH OF EACH MONTH.