



*This form is used to submit monthly copier meter readings. Key Operators must complete and submit this form by the 5<sup>th</sup> of the following month. Completed forms can be emailed to [CCP](#) or faxed to the number listed above.*

**Key Operator Information:**

Key Operator: _____	Phone Number: _____
Department: _____	

**Month of Reading:**

<input type="checkbox"/> January Meter Reading (due 2/5/10)	<input type="checkbox"/> February Meter Reading (due 3/5/10)	<input type="checkbox"/> March Meter Reading (due 4/6/10)
<input type="checkbox"/> April Meter Reading (due 5/5/10)	<input type="checkbox"/> May Meter Reading (due 6/5/10)	<input type="checkbox"/> June Meter Reading (due 7/6/10)
<input type="checkbox"/> July Meter Reading (due 8/5/09)	<input type="checkbox"/> August Meter Reading (due 9/7/09)	<input type="checkbox"/> September Meter Reading (due 10/5/09)
<input type="checkbox"/> October Meter Reading (due 11/5/09)	<input type="checkbox"/> November Meter Reading (due 12/7/09)	<input type="checkbox"/> December Meter Reading (due 1/5/10)

**Meter Reading:**

CCP Copier Number: _____	Current Meter Reading: _____
CCP Copier Number: _____	Current Meter Reading: _____
CCP Copier Number: _____	Current Meter Reading: _____

**Satisfaction:**

Please check your level of satisfaction with your copier this month:			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Okay	<input type="checkbox"/> Poor
Comments: _____			
_____			