

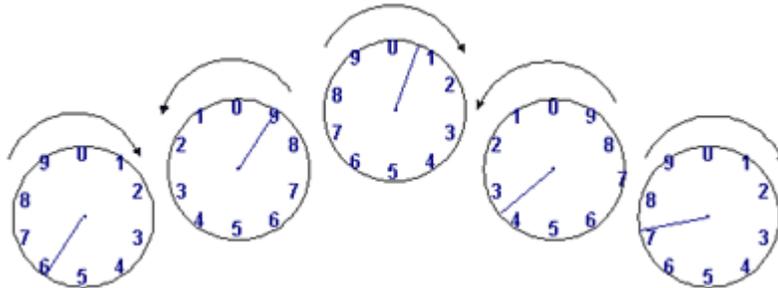
## How to Read Your Electric Meter

Electric meters have four or five dials. Each dial is labeled with numbers from 0 to 9 and has one hand or pointer (moving in a clockwise or counter clockwise direction) that indicates the current reading of that dial. Reading the meter dials from left to right, draw the exact position of the hand on each dial onto the meter-reading card. If your meter has only four dials, leave the last dial blank on the right of the card. If you are phoning in the meter reading, you may tell us the exact position of the hand on each dial or you may follow these simple rules to interpret your electric meter reading. If you are emailing your reads simply write in the numbers.

Starting from the left, determine the reading of each dial.

- If the dial hand is between two numbers, record the lower number. For example, if the hand is between 5 and 6, this dial is reading 5.
- If the dial hand is pointing directly at a number, look at the dial to right. If the dial on the right has not yet passed 0, record the lower number for the dial in question. In the example below, the dial on the far left is still reading 9 as the dial to the right has not yet passed 0 and is still recording 9.
- When you call to give us the meter reading, read out the numbers from left to right.

1st dial between 5 and 6  
2<sup>nd</sup> dial on 9  
3<sup>rd</sup> dial between 0 and 1  
4<sup>th</sup> dial between 3 and 4  
5<sup>th</sup> dial between 7 and 8



This meter is reading 59037.

## How to Read Your Water Meter

Water meters have a digital reading just like the odometer in your car. They are 5 or 6 digit meters.

From your digital meter record the first 5 or 6 numbers from left to right, do not include the shaded digit(s) and simply write, e-mail or phone in these numbers.

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|---|

Reading is - 000123

## How to Read Your Gas Meter

There are two types of gas meters, Dial and Digital. Dial meters have 4 dials, each is labeled with numbers from 0 to 9 and has one hand or pointer (moving in a clockwise or counter clockwise direction) that indicates the current reading of that dial. Digital gas meters have 4 numbers.

### Reading Your Dial Meter:

If you are sending in your meter card, reading the meter dials from left to right, draw the exact position of the hand or pointer of each dial onto the meter-reading card. If you are phoning in the meter reading, you may tell us the exact position of the hand on each dial or you may follow these simple rules to interpret your gas meter reading. If you are emailing your reads simply write in the numbers.

Starting from the left, determine the reading of each dial.

- If the dial hand is between two numbers, record the lower number. For example, if the hand is between 6 and 7, this dial is reading 6.
- If the dial hand is pointing directly at a number, look at the dial to the right. If the dial on the right has not yet passed 0, record the lower number for the dial in question. In the example below, the dial on the far left is still reading 5 as the dial to the right has not yet passed 0 and is still recording 9.
- When you call to give us the meter reading, read out the numbers from left to right.

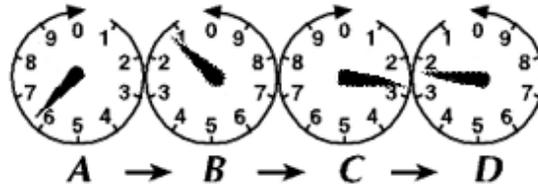
Example:

1<sup>st</sup> dial between 6 and 7

2<sup>nd</sup> dial between 1 and 2

3<sup>rd</sup> dial between 2 and 3

4<sup>th</sup> dial between 2 and 3



This meter is reading – 6122

### Reading Your Digital Meter:

Simply write, e-mail or phone in the numbers from left to right.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

This meter is reading 0123