

## METER READING

How to take your meter reading

**STEPS 1 to 3**, show you where to find your meter and what information you need to take,

**Step 1 :- Every floor should have this**



**Step 2 :- Open and locate your own gas meter**



**Step 3 :- We only need the number from the meter.**



**STEP 3,**

Look for your flat number on the Meter.

Press the Button to activate the display, keep pressing until you see Kwh reading.

Make a note of all the numbers including the zero's please take care when copying the numbers.

## Meter Reading

**STEPS 4-6**, how to submit your meter reading

### STEP 4

Open the link below.

Link for **JULIET, JUNO, JUPITER & LEAR HOUSE**

[https://drive.google.com/open?id=1v\\_yi-0sMhW1V5y8DOtBodxFjxmoHhgM7\\_3FAeslzHmM](https://drive.google.com/open?id=1v_yi-0sMhW1V5y8DOtBodxFjxmoHhgM7_3FAeslzHmM)

### STEP 5

Complete the online form with the following details

- Your email address
- Your name
- Select your house name
- Select your flat number
- Enter your meter reading  
(please take care to enter all the numbers from your meter including any zero's at the front if applicable)
- Use Any More Information, to give any additional information.  
If required.

### STEP 6

Send your form by pressing Submit.

Once submitted a copy of your responses will be sent to the email you have provided.