

# LOFFLER

May 14, 2015

Dear Valued Customer,

This letter is to inform you that effective 7/1/2015 you will be receiving your meter requests directly from Loffler. These requests will be sent from [MeterReadings@Loffler.com](mailto:MeterReadings@Loffler.com). The requests will resemble the below screenshot. These requests begin going out 12 days prior to your bill date, once you submit your current meter read the requests will stop and not be sent again until your next billing cycle. You will receive periodic reminder requests in the 12 days prior to your bill date asking you to submit your current meter read to ensure that we bill your account accurately.

Meter readings are needed for the equipment(s) listed below:

[Click here to enter your meter readings online](#)

**You will click on this link to be brought to the web page for meter submission**

**UM - Amplatz Children's Hospital - 2414 S 7th St Rm M-136 1st Fl East Bldg Dept of Pediatrics Minneapolis MN 55454-1435**

Equipment/ Serial	Make/ Model	Due Date	Meter	Last Reading	Current Reading
33426 GPQ51343	CANON C5045	5/31/2015	*BW	105,080 4/30/2015	
			*Color	61,626 4/30/2015	
Location Remarks: Room M 136					

**Meter instructions for model C5045:**

Press Counter Check, 101= Total 108= Black 125= Color

Thank you!

**LOFFLER COMPANIES INC.**

1101 EAST 78TH ST. STE 200  
BLOOMINGTON, MN55420  
Phone: 952 925 6800  
Fax: 952 925 6801

Once you click on the link you will be brought to the web page that will look like this -

LOGOUT

Continue

**Enter meter readings**

Equipment:  
Serial number:   
Item / Description: 5559B003AA / Canon imageRUNNER ADVANCE C5250  
Make / Model: CANON / C5250

Contact:  
Phone:   
Location:

Meters: \*Date: May 12, 2015

Last reading date	Last reading	Meter type	New reading
May 11, 2015	2990	*B/W: <input type="text"/>	<b>Enter your current meters here</b>
May 11, 2015	786	*Color: <input type="text"/>	

Continue **Click here to continue**

For questions about this website contact: [customercare@loffler.com](mailto:customercare@loffler.com)

**e-info**  
v8.1.0.26777 (32bit)

Once you click continue, you will be brought to a screen to confirm you meters where you will need to click continue one more time to submit the meters.

Back Continue

**Confirm meter entry**

Equipment	Date	Result
EQ164009	5/12/2015	✓ Meters will be posted for this equipment.

Meter	Reading	Status
B/W	2990	
Color	786	

Back Continue **Click continue to submit meter or back to make changes.**

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**e-info**  
v8.1.0.26777 (32bit)

If you have any issues during this process, you can reply to the meter reading request or e-mail [MeterReadings@Loffler.com](mailto:MeterReadings@Loffler.com) and someone will get back to you. Thank you.