

Customer Name 客戶名稱

Contract No. 合約編號

Account No. 客戶賬號

Serial No. 機身編號

Model 產品名稱

Meter Reading Form 咪錶報讀表

To facilitate the calculation and billing of meter charge, please return the completed meter reading form to us **on or before 25th of each month.**
為方便計算貴公司之影印費用，請填寫下列資料，並將填妥之表格於**每月25號或之前**交到本公司。

Please fill in the required items properly in **BLOCK LETTER** and specify the month of meter reading clearly in order to optimize the operational efficiency with our automatic data capture system. (Example: if a meter reading is entered in the month of Jan, such reading will be automatically captured as Jan finish meter reading)
請以**正楷**填寫各所需資料及清晰列明報錶月份，以配合本公司自動資料析別系統有效地運作。(例子：如咪錶填寫在一月份，系統便析別作一月的最後咪錶)

Meter Reading Reporting Methods 報讀咪錶方法

- Facsimile 傳真 : (852) 2513 1170
- Telephone 電話 : (852) 2513 2513
- Website 網上填報咪錶讀數 : www.fujixerox.com.hk ⇨ Services ⇨ Billing Service ⇨ Report Meter Reading
- Mail 郵寄 : P. O. Box 500, General Post Office, Hong Kong
- Email 電郵 : fxhk.meter@hkg.fujixerox.com
- >>> Online e-form for meter reading submission 直接登入網上咪錶報讀表 : www.fujixerox.com.hk/report-meter-reading >>>



Meter Type 咪錶類別	M1	M2	M3	Contact Name & Tel No. 聯絡人姓名及電話	Reporting Date 報錶日期
Jan 一月 / _____ yyyy					dd / mm / yy
Feb 二月 / _____ yyyy					dd / mm / yy
Mar 三月 / _____ yyyy					dd / mm / yy
Apr 四月 / _____ yyyy					dd / mm / yy
May 五月 / _____ yyyy					dd / mm / yy
Jun 六月 / _____ yyyy					dd / mm / yy
Jul 七月 / _____ yyyy					dd / mm / yy
Aug 八月 / _____ yyyy					dd / mm / yy
Sep 九月 / _____ yyyy					dd / mm / yy
Oct 十月 / _____ yyyy					dd / mm / yy
Nov 十一月 / _____ yyyy					dd / mm / yy
Dec 十二月 / _____ yyyy					dd / mm / yy



Meter Reading Estimation 評估咪錶

Important Note 重要事項

Customers are recommended to report meter on or before 25th of each month, otherwise, the invoice will be issued based on an estimation of “average monthly copy volume” or service meter record(s) of your equipment(s) without further notice.

若客人未能於每月二十五日或之前填報咪錶讀數，我們將以客人器材的「每月標準平均影印量」估算當月的咪錶讀數或根據維修咪錶記錄進行收費，並據此發出發票而無須另行通知。

FXHK shall be entitled through its authorized representatives to enter the Customer’s premises at all reasonable time to inspect the meter on the equipment and record meter readings. FXHK also reserves the right to issue invoice based on service meter record for those equipment(s) with consecutive meter estimation.

本公司或授權其代表於合理時段進入客戶裝置器材之地點檢視及記錄器材的咪錶讀數。如咪錶讀數已連續估算多月，本公司將保留根據維修咪錶記錄進行收費的權利。

How To Read Meter Reading 怎樣查讀咪錶

To check the meter reading of your product, please follow below simple steps or you may contact Customer Support Centre for assistance.

請使用以下方法查讀一般產品型號之咪錶，或聯絡本公司之客戶專線以尋求支援。

- ▶ Press “Machine Status” button
- ▶ Touch screen “Billing Information”
- ▶ Touch screen “Billing Information”
- ▶ 按鍵 “Machine Status”
- ▶ 觸控面板 “碼錶確認”
- ▶ 觸控面板 “碼錶確認”



e-Billing Service 網上電子賬單服務

Go For Green 實踐綠色環保生活

Please sign up our Online e-Billing Service for environmental protection, you can access your account anytime to gain visibility to the cost portfolio and enhance cost management in an environment-friendly manner.

請登記我們的網上電子賬單服務，除了可以隨時隨地查閱賬單及作出有效監控，更可為環保出一分力。

>>> [Online e-form for e-billing service registration](http://www.fujixerox.com.hk/ebill-register) 直接登記網上電子賬單服務 www.fujixerox.com.hk/ebill-register >>>



iSupport – Powered by EP-BB (Electronic Partnership Broadband) 網上支援 iSupport (以 EP-BB 作為強大後盾)

Smart Tools 智能工具

1 Automatic Meter Capture
自動報錶

2 Proactive Fault Alert
主動故障通告

3 Proactive Consumable Management
主動耗材管理

4 Green Report : 3 key reports, namely Function Usage report, Eco report and Service report
綠色環保報告：綠色環保報告包 3 個主要報告，就是功能用途報告、生態報告及維修服務報告

5 eKnowledge
網上知識庫

For iSupport online registration, please refer to <http://www.fujixerox.com.hk/isupport-ep-bb>, or you may contact Customer Support Centre for further information.

請登入 <http://www.fujixerox.com.hk/isupport-ep-bb> 進行網上登記 iSupport，或若您有相關查詢，請致電客戶專線。



Meter Credit Arrangement 豁免咪錶讀數安排

Please note meter credit will only be given by Fuji Xerox (Hong Kong) engineers as an “accommodation credit or token of consideration” and not as compensation for damaged or spoilt copies. In case of meter credit will be given, the engineer will input the quantity direct into the Service Report soon after the completion of the on-site service call. Customers will then receive either a soft or hard copy of the Service Report for record. For meter credit given on or before 25th of the month, the meter credit will be showed on the subsequent invoice. Otherwise, it will be showed on the next subsequent month. For any queries about meter credit arrangement, please contact our Customer Support Centre.

請注意豁免咪錶讀數需由富士施樂（香港）工程師確定以作理順調解給予客戶，並非作為機件損毀或廢品之賠償。如有豁免咪錶讀數，工程師在完成維修後會記錄在服務報告內，從後客戶會收到電子或實體之服務報告。如豁免咪錶讀數是在該月二十五號或之前，有關之讀數會顯示在下月之月結單內；如豁免咪錶讀數是在二十五號之後，有關之豁免咪錶讀數會顯示在兩個月後之月結單內。如有任何豁免咪錶讀數安排之查詢，請致電客戶專線。