



AWARD OF NON Half Hourly ELECTRICITY CONTRACT

September 2008

Meter Readings

Scottish & Southern Energy will make arrangements with your existing supplier to transfer your supply. So as to ensure a smooth changeover it would be helpful and prudent if you could take a reading of your meter(s) between 26th September and 3rd October 2008.

Customer readings should be sent to:

amy.walters@scottish-southern.co.uk

Cc

mandy.weedon@scottish-southern.co.uk

Stating the following information:

MPAN – This is unique to your supply and can be found on a current electricity bill or the attached letter

Meter Serial Number – (If possible) This is an alphanumeric reference which is located on your meter

Meter Reading – A meter reading guide is available at www.espoenergy.org/news

Date of Reading

Supply Point Address


Contact Name/Phone number

If you have difficulties in accessing your meter, you need to inform Scottish & Southern Energy so they can make alternative arrangements for you. If this is the case, please send an e-mail to Amy Walters and Mandy Weedon (e-mail addresses above) including the MPAN, your contact details, site address and state the reason why you are unable to gain access to your meter. Scottish & Southern Energy will then contact you to arrange a convenient time for a meter reader to visit your site.

For further information check our website for energy updates or contact us:

www.espoenergy.org

 energy@espo.org

 0116 294 4041

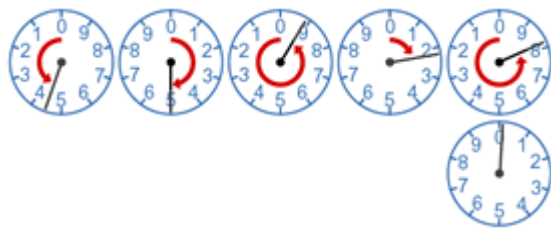
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Meter Reading Guide- Electricity

Dial Meters

When reading a dial meter, remember that dials next to each other go round in opposite directions. Look at the dials on the diagram but ignore the dial at the bottom. It is there for testing.



Read the top 5 dials from left to right and note the following points:

Always write down the number the pointer has just passed - this is not always the nearest number to the pointer.

For example:

If the pointer is anywhere between, 4 and 5, write down 4. If the pointer is directly over the number 5, write down that figure and underline it.

The meter reading example shown will be 4 5 9 2 8.

This reading now needs adjusting to remove small variations in the pointer positions. Look at the figure underlined. If one of these numbers in the sequence is followed by a 9, reduce the underlined figure by 1. So the correct meter reading of the dials shown is 4 4 9 2 8 units.

Note: Before you read your dial meter, check the direction of the dials. They may not be exactly like those shown in the picture.

When you have worked out the new reading, take away the previous reading shown on your bill or on your records from the new number, to find the number of units of electricity you have used.

For further information check our website for energy updates or contact us:

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Single rate digital meters



Write down the numbers shown in the small window at the top of the meter. Read the numbers from left to right ignoring the last number marked 0.1. When you next read your meter take the previous reading away from the new reading to find the number of units you have used.

Economy 7 meters



The Economy 7 meter has 2 rows of numbers.

One is labeled 'Low'. This measures the amount of electricity you use during the 'night rate' time. The other is labeled 'Normal'. This measures the amount of electricity you use during the 'day rate' time.

When you read this meter, always check both rows of figures. Remember to take away the previous 'low' reading from the new 'low' reading. Do the same for the 'normal' reading. This will give you the number of 'low' and 'normal' units you have used. For more information on the times when low rates apply, please check with your supplier.

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