

Company X electricity meter readings

**Regular meter readings**

		Meter 1				Meter 2					
		Date	Time	Meter reading	Units used	Date	Time	Meter reading	Units used		
Week 1	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
Week 2	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
Week 3 Start the campaign	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
Week 4	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
Week 5 Start a new initiative	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
Week 6											
Week 7 Start a new initiative											
Week 8											
Week 9 Start a new initiative											
Week 10											

**Baseload calculation**

		Date	Time	Meter reading	Units used
Week 1	End of working day				
	Start of following working day				

		Date	Time	Meter reading	Units used
Week 3	End of working day				
	Start of following working day				

		Date	Time	Meter reading	Units used
Week 5	End of working day				
	Start of following working day				