

YOUR PROPANE COMPANY
 123 Main Street
 Anytown, USA 00001
 XXX-XXX-XXXX
 www.xxxxxx.com

HOW TO READ YOUR INVOICE

1 ACCOUNT NUMBER: 9999999999

INVOICE NO: 9999-9999999

3 INVOICE DATE: XX/XX/XX

INVOICE AMT DUE: \$115.50

2 DUE DATE: XX/XX/XX

NAME: VALUED CUSTOMER
4 SERVICE ADDRESS: CUSTOMER ADDRESS
 ADDRESS LINE 1
 ADDRESS LINE 2
 TOWN, ST 00001-1234

Previous Balance	Payments	Adjustments/Credits	New Charges	Account Balance Due	Invoice Amount Due
\$100.00	-\$100.00	\$0.00	\$115.50	\$115.50	\$115.50

6 ACCOUNT ACTIVITY

Date	Ref#	Description	Quantity	Price	Amount
XX/XX	9999999	Propane	50.0	\$2.000/gal	\$100.00
		HazMat Fee-T			\$5.00
		Fuel Recovery Fee-T			\$5.00
		Tax			\$5.50
TOTAL NEW CHARGES					\$115.50

7 Account Balance Due includes all outstanding charges for which we have not received payment and may not reflect payments sent.

8 **Contact Us: Billing, Service, & Delivery:** 800-555-0000

Pay Online or Enroll in our Automatic Payment program: www.xxxxxx.com

MESSAGES

We periodically review and revise our standard Terms & Conditions. Visit our website for information on the T&C that apply.

Tired of calling for propane? Enroll in Automatic delivery and get our no-run out promise. Call our local office today.

Earn \$100 for new residential customer referrals, \$150 when you refer a new business!

Call your local office for more information.

THANK YOU FOR YOUR BUSINESS!

1 2 3 ENV

Account No.	Invoice No.	Invoice Date	Due Date	Amount Due
999999999	999999999	XX/XX/XX	XX/XX/XX	\$115.50

9 TOTAL AMOUNT ENCLOSED \$

Please return this portion with your payment

10 **Account or user address change?**
 If yes, please check box and complete reverse side.

11 Your Propane Company
 PO Box 123
 Anytown, USA 00001

Your Propane Company
 123 Main Street
 Anytown, USA 00001

90 FG 1 B 1 1 A 10081 10081 **5 DGT

JOHN SMITH
 1234 CUSTOMER STREET
 SACRAMENTO ST 12345-1234



123456789000000001234560000000144488

INVOICE GUIDE

- 1** Account Number: Your account number for reference and account inquiries.
- 2** Due Date: Date your payment must be received by your propane company. Payments received after this date are subject to a late charge.
- 3** Invoice Date: The date this invoice was prepared. Payments received or services rendered after this date are not reflected on this invoice.
- 4** Service Address: the location where propane was delivered and/or propane services were received.
- 5** Account Information Box: Provides an overview of account activity
 - Previous Balance:** The account balance amount from your last invoice.
 - Payments:** Any payment made since your last invoice. Please note this amount only reflects payments received as of the invoice date.
 - Adjustments/Credits:** Any adjustment to your account such as credits, coupons, or late fees.
 - New Charges:** The new charges to your account from a delivery, service, or installation. Details of the amount listed in the new charges box can be found under the Account Activity section.
 - Account Balance Due:** The total outstanding balance on your account. This amount includes previously billed amounts for which payment has not been received.
 - Invoice Amount Due:** The amount due for this invoice. This amount does not include any previously billed amounts.
- 6** Account Activity: Detail of charges for last delivery or service.
- 7** Important Messages: Messages regarding your account activity.
- 8** Contact Us & Online Payment Section: Contact information for your local office and our Online billing and automatic payment information.
- 9** Total Amount Enclosed: enter the amount you are enclosing as payment. You do not have to complete or return this stub if you are paying online or by phone.
- 10** Address Correction: if your address has changed, check this box and update your information on the reverse side.
- 11** Return Address: be sure this address shows through the window envelope.
- 12** Reverse Side of Invoice: please review the reverse side of your invoice for important safety information, definitions and payment terms.