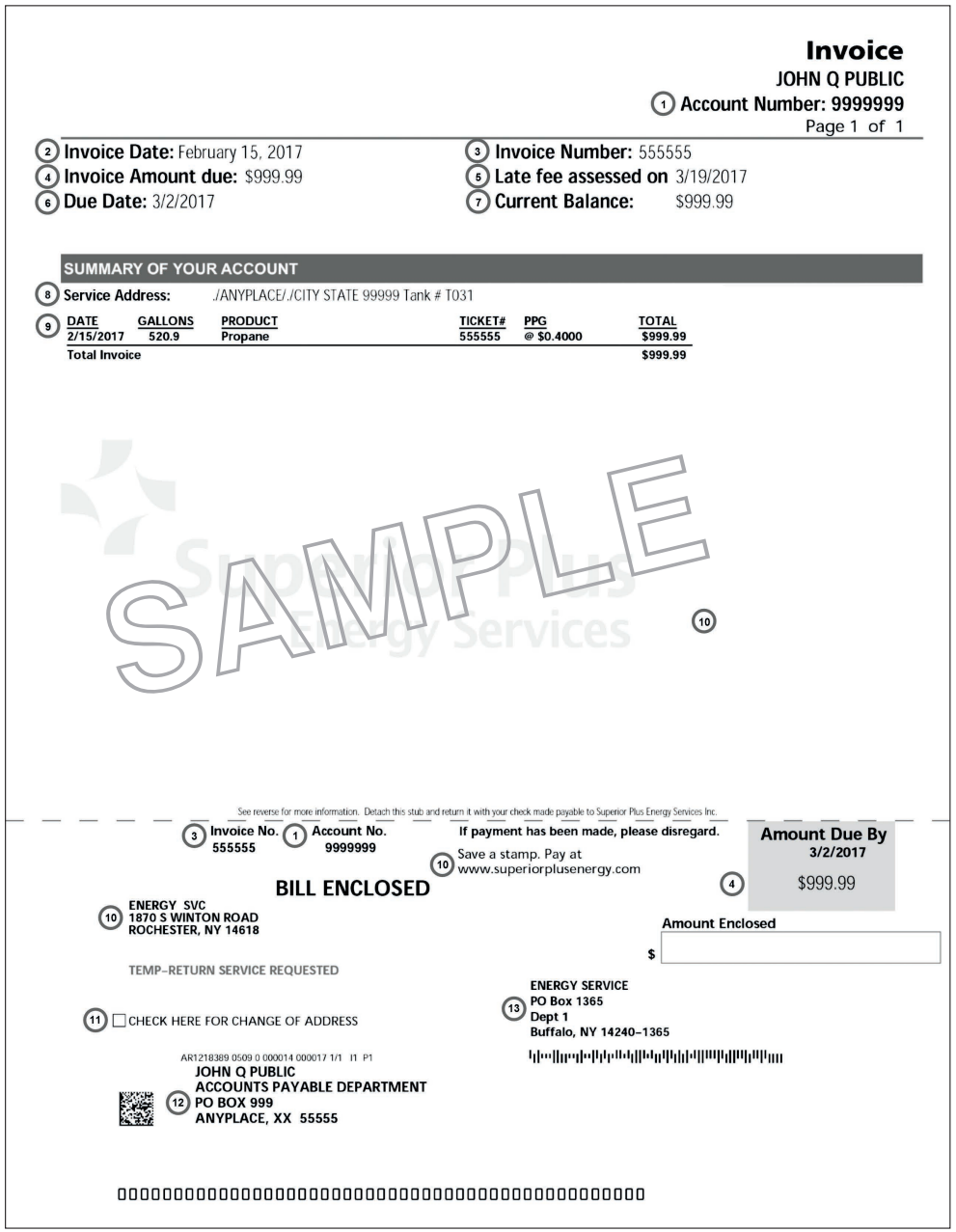
How to Read Your Invoice



Invoice
JOHN Q PUBLIC
(1) **Account Number: 9999999**
Page 1 of 1

(2) **Invoice Date:** February 15, 2017
(3) **Invoice Number:** 555555
(4) **Invoice Amount due:** $999.99
(5) **Late fee assessed on** 3/19/2017
(6) **Due Date:** 3/2/2017
(7) **Current Balance:** $999.99

SUMMARY OF YOUR ACCOUNT

(8) **Service Address:** ./ANYPLACE/./CITY STATE 99999 Tank # T031

(9) DATE	GALLONS	PRODUCT	TICKET#	PPG	TOTAL
2/15/2017	520.9	Propane	555555	@ $0.4000	$999.99
Total Invoice					$999.99

SAMPLE

(10)

See reverse for more information. Detach this stub and return it with your check made payable to Superior Plus Energy Services Inc.

(3) Invoice No. 555555 (1) Account No. 9999999

If payment has been made, please disregard.

(10) Save a stamp. Pay at www.superiorplusenergy.com

Amount Due By 3/2/2017 (4) $999.99

BILL ENCLOSED

(10) ENERGY SVC
1870 S WINTON ROAD
ROCHESTER, NY 14618

Amount Enclosed
$

TEMP-RETURN SERVICE REQUESTED

(11) ☐ CHECK HERE FOR CHANGE OF ADDRESS

(13) ENERGY SERVICE
PO Box 1365
Dept 1
Buffalo, NY 14240-1365

AR1218389 0509 0 000014 000017 1/1 I1 P1
JOHN Q PUBLIC
ACCOUNTS PAYABLE DEPARTMENT
(12) PO BOX 999
ANYPLACE, XX 55555

1. ACCOUNT NUMBER
Your account number. Same on upper and lower portions. Be sure to record this number on your payment.

2. INVOICE DATE
Date the invoice was produced.

3. INVOICE NUMBER
Your invoice number. Same on upper and lower portions. Be sure to record this number on your payment.

4. INVOICE AMOUNT DUE
Total amount due, including the current payment and any late fees.

5. LATE FEE ASSESSED ON

6. DUE DATE

7. CURRENT BALANCE
Total balance, including processed payments, amount due, past due balances and late fees, if any.

8. SERVICE ADDRESS
The address (and, possibly a sub-account) for the product delivery if different from the billing address.

9. TRANSACTION DATE TRANSACTION NUMBER DESCRIPTION QUANTITY UNIT PRICE AMOUNT
The specific detail of each transaction, including transaction number, description of the product delivered, quantity of the product, unit in which the product is measured, unit price of product, and the amount.

10. SPECIAL INFORMATION
Includes phone number and website address for the office servicing your account.

11. ADDRESS CHANGE / EFT CHANGE
Check this box and fill out the back portion if you have relocated or your Electronic Funds Transfer information has changed.

12. CUSTOMER NAME AND BILLING ADDRESS

13. REMITTANCE ADDRESS
The location to which your payment is to be sent. This address should be completely visible when this lower portion is inserted in the window.

PLEASE NOTE: Adjustment invoices may be issued if a significant change to one or more invoices is necessary, or if a check is returned. Some adjustments will not result in an invoice notification, but they will appear on your statement.