

ABC COMPANY ATTN JOHN SMITH 123 ABC STREET OTTAWA ON K1A 0B1 Page 1 of 3

Invoice date (Y-M-D) **2017-03-13**Customer number **1234567** 

#### **Contact us**

General inquiries | Tracking

1-866-607-6301

Questions about your invoice/account

1-800-267-7651 cmg@canadapost.ca canadapost.ca/billing

## **Summary of charges**

Total amount of this invoice
Your payment is due by (Y-M-D)

\$95,470.08

2017-03-28

Important message (page 2)

Tour payment is due by (1-M-D)	2017-03-20	2017-03-20					
	Subtotal	GST	HST (page 2)	QST	Total		
Lettermail	37,965.56	26.48	4,825.32		42,817.35		
Neighbourhood Mail	14,683.62	59.62	1,745.48		16,488.72		
Personalized Mail	1,605.89	61.58	48.65		1,716.12		
Publications Mail	30,136.91	151.64	4,065.62	93.72	34,447.88		
ton saved \$	1,520.38 on your Nei	gribournood ivia	ill order.				
Total	\$84,391.98	\$299.32	\$10,685.07	\$93.72	\$95,470.08		



Have you tried **FlexDelivery™?** 

It allows you to have packages delivered to a post office of your choice. It's convenient, secure and free. Use it when you need it. canadapost.ca

Canada Post registration nos.: HST/GST 119321495; QST 1006393299

 $^{\text{\tiny{TM}}}$  Trademark of Canada Post Corporation



Customer number **1234567** Invoice number **999999999** 

Amount due \$95,470.08

Due date (Y-M-D) 2017-03-28

Return this slip with your payment

**Payment terms**: The net amount is due in 15 days from the invoice date. A late payment fee at a rate of 18% per year will be charged on any invoice paid after the due date.

Amount paid

\$

CANADA POST CORPORATION PAYMENT PROCESSING 2701 RIVERSIDE DR

OTTAWA ON K1A 1L7

ABC COMPANY ATTN JOHN SMITH 123 ABC STREET OTTAWA ON K1A 0B1



### Page 2 of 3

Invoice date (Y-M-D)

Customer number 1234567

Invoice number
Customer ref. 1

Customer ref. 2

999999999 STORE 5

**XZYXVP** 

2017-03-13

#### **HST** details

Total HST \$10,685.07

#### How to pay your invoice

Use one of the following methods of payment:

- · preauthorized bank payment;
- preauthorized credit card payment, with Canada Post approval;
- online payment under Manage My Accounts;
- electronic funds transfer (contact the Credit Management Group);
- cheque or money order payable to Canada Post Corporation; to ensure payment is applied to your account, provide the invoice remittance slip with your customer number on the cheque or money order.

#### Additional information

- Invoice discrepancies must be communicated to Canada Post within 90 days of the invoice date, after which the invoice will be deemed accepted by you.
- Canada Post reserves the right to charge additional fees; you can request the list of them from the Credit Management Group.
- Past due invoices are subject to a late payment fee, which is calculated at a rate of 1.5% per month (18% per year);
   Canada Post may amend this rate at any time.
- All invoices and their payments are in Canadian dollars only.
- Refer to Customer Guides for details on terms and conditions.

#### **Important message**

This is your invoice, with some improvements. In our ongoing effort to serve you better, we made changes for you to more easily understand your charges and tailor your invoice to better suit your needs. These changes have not affected your services or their cost.

What has changed? See details at canadapost.ca/billing.

## Sign up to receive your invoices and statement of account electronically

Name	Telephone number
Email	
Select all that apply:	
□ PDF – Email notification with a link to your invoice summary or details	
☐ Data – Email notification with invoice details in TXT format	
No printed invoices and statement of account (prime or billing contact only)  Signature	

Customer number 1234567

Company name XYZ Company



Customer reference

**Total Publications Mail** 

Agreement #1234567890

**Your details** 

Page 3 of 3 Inv

Invoice date (Y-M-D)

\$4,065.62

\$151.64

Customer number
Invoice number
Customer ref 1

1234567 999999999 STORE 5

QST

Amount

\$34,447.88

\$93.72

2017-03-13

Customer ref. 1 STORE 5
Customer ref. 2 XZYXVP

# Order date (Y-M-D) Order no. Reference Number of items Subtotal (\$) GST HST

(Y-IVI-D)	Order no.	Reference	or items	Subtotal (\$)	431	ПЭТ	Ų31	Amount
Lettermai	l							
2017-02-08	C123456789 Customer reference	Cost centre Agreement #1234567890	42,985	30,716.73		3,993.17		34,709.90
2017-02-12	C123456789 Customer reference	Cost centre Agreement #1234567890	16,443	6,202.23		806.29		7,008.52
2017-02-13	C123456789 Customer reference	Cost centre Agreement #1234567890	638	517.03				517.03
2017-02-15	C123456789 Customer reference	Cost centre Agreement #1234567890	379	529.57	26.48			556.05
Total Lettermail		60,436	\$37,965.56	\$26.48	\$4,799.46		\$42,791.50	
Neighbou	ırhood Mail							
2017-02-12	C123456789 Customer reference	Cost centre Agreement #1234567890	10,420	1,198.30	59.92			1,258.22
2017-02-13	C123456789 Customer reference	Cost centre Agreement #1234567890	74	58.58		7.61		66.19
2017-02-14	C123456789 Customer reference	Cost centre Agreement #1234567890	36,483	13,426.74		1,745.48		15,172.22
Total Neighbourhood Mail		46,977	\$14,683.62	\$59.92	\$1,745.78		\$16,488.72	
Personalia	zed Mail							
2017-02-15	C123456789 Customer reference	Cost centre Agreement #1234567890	1,150	529.00	26.45			555.45
2017-02-16	C123456789 Customer reference	Cost centre Agreement #1234567890	1,495	702.65	35.13			737.78
2017-02-17	C123456789 Customer reference	Cost centre Agreement #1234567890	500	374.24		48.65		422.89
Total Person	alized Mail		3,145	\$1,605.89	\$61.58	\$48.65		\$1,716.12
Publicatio	ons Mail							
2017-02-11	C123456789 Customer reference	Cost centre Agreement #1234567890	58,922	27,104.12		4,065.62		31,169.74
2017-02-12	C123456789 Customer reference	Cost centre Agreement #1234567890	3,927	2,093.28	104.66			2,197.94
2017-02-14	C123456789	Cost centre	1,287	939.51	46.98		93.72	1,080.20

Thank you for your business.

\$30,136.91

64,136