



Page 1 / 5 Invoice date (Y-M-D) **2024-02-29**  
 Customer number **1234567**  
 Invoice number **99940000559**  
 Customer ref. 1 **1000005**  
 Customer ref. 2 **1000007**

CLIENT1, CLIENT2  
 SAMPLE BUSINESS NM  
 ADDRESS LINE1  
 BARRIE ON L4M 3C2

**Contact us**

General inquiries | Tracking  
**1-866-607-6301**  
 Questions about your invoice / account  
**1-800-267-7651**  
[cmg@canadapost.ca](mailto:cmg@canadapost.ca)  
[canadapost.ca/billing](http://canadapost.ca/billing)

**Summary of charges**

**Total amount of this invoice \$17,813.57**  
 Your payment is due by (Y-M-D) **2024-02-29**



	Subtotal	GST	HST	PST/QST	Total
Parcels	28.56	1.43			\$29.99
Commercial/Smartmail Marketing	1,509.81				\$1,509.81
Specialized services	15,492.23	770.28	11.26		\$16,273.77
<b>Total</b>	<b>\$17,030.60</b>	<b>\$771.71</b>	<b>\$11.26</b>		<b>\$17,813.57</b>

[canadapost.ca/billing](http://canadapost.ca/billing) Your one-stop shop for billing details and questions. Sign up to receive electronic invoices.

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

Return this slip with your payment



Customer number **1234567** Amount due **\$17,813.57**  
 Invoice number **99940000559** Due date (Y-M-D) **2024-02-29**

<b>Payment Terms:</b> Immediately. Late payment fees at 18% per annum will be charged on any invoice paid after due date.	Amount paid \$
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CANADA POST CORPORATION  
 PAYMENT PROCESSING  
 2701 RIVERSIDE DR  
 OTTAWA ON K1A 1L7

CLIENT1, CLIENT2  
 SAMPLE BUSINESS NM  
 ADDRESS LINE1  
 BARRIE ON L4M 3C2

000000010000750999400005590001781357 001

**HST details**

HST (ON)	11.26			
				<b>Total HST \$11.26</b>

**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 Account;**
- **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 currency unless otherwise specified.
- Refer to Customer Guides for details on terms and conditions

\*VE = Volumetric Equivalent of Actual Weight.  
 Dimensions are presented in centimetres(cm).

**Important message**

We have made improvements to your invoice. Visit [www.canadapost.ca/billing](http://www.canadapost.ca/billing) to find out what has changed and choose the invoice format that's right for your business.

**Sign up to receive your invoices electronically**

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Email \_\_\_\_\_

**Select all that apply**

- PDF** - Email notification with a link to your invoice details
- Data** - Email notification with invoice details in TXT format

- No printed invoices**  
 (prime or billing contact only)

Signature \_\_\_\_\_

## Your details

### Parcels

#### Items Shipped by BARRIE ON L4M 3C2 ( 1234567)

Order date (Y-M-D)/ Order no.	Item no./ Reference	Shipped to/ Returned from address	Declared dimensions/ Weight(kg)/VE*	Billed dimensions/ Weight(kg)/VE*	Service description	Amount
2024-02-29 PO022900	ITEM229	9TH BULIVARD MAIN L5R 5W3 US	38.10*12.70*1.30 0.13	38.10*1.30*2.70 0.13	Expedited Parcel G1 Fuel Surcharge 23.00%	13.17 3.03
					Subtotal	16.20
					GST	0.81
					Total	17.01
2024-02-29 PO03900	ITEM6892	9TH BULIVARD MAIN L5R 5W3 US	38.10*12.70*1.30 0.13	38.10*1.30*2.70 0.13	Regular Parcel A2 Fuel Surcharge 22.00%	8.06 1.77
					Signature	2.00
					Volumetric Equivalent	0.53
					Subtotal	12.36
					GST	0.62
					Total	12.98
<b>Total items shipped</b>		<b>2</b>				<b>\$29.99</b>

This is a sample invoice which is subject to change

## Your details

### Commercial/Smartmail Marketing

Order date (Y-M-D)/ Order No.	Reference	Number of items	Weight (g)/ item	Price/item	Weight price	Service description	Amount
<b>Lettermail</b>							
2024-02-29 PO0022029		211	30.00	0.92000		Standard Letters	194.21
						Subtotal	194.21
	Mailed by: 1000009					Total	194.21
<b>Total number of items</b>		<b>211</b>				<b>Lettermail</b>	<b>\$194.21</b>
<b>Neighbourhood Mail</b>							
2024-02-29 PO0022345		8,634	26.12	0.12100		Neighb MI Std	1,044.71
						Subtotal	1,044.71
						Total	1,044.71
<b>Total number of items</b>		<b>8,634</b>				<b>Neighbourhood Mail</b>	<b>\$1,044.71</b>
<b>Personalized Mail</b>							
2024-02-29 PO017340		526	24.00	0.51500		PersId MI Machineable Std	270.89
						Subtotal	270.89
						Total	270.89
<b>Total number of items</b>		<b>526</b>				<b>Personalized Mail</b>	<b>\$270.89</b>

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## Your details

### Specialized Services

Order date (Y-M-D)	Order no.	Reference	Number of items	Weight (g)/item	Price/item	Service description	Amount
<b>Digital Services</b>							
20240205	PO140500	REFERENCEONE	222		0.39	Transaction - Consolidator	86.58
						Subtotal	86.58
						HST (ON)	11.26
						Total	97.84
<b>Total number of items</b>			<b>222</b>			<b>Digital Services</b>	<b>\$97.84</b>
<b>Mail Management Services</b>							
20240205	PO64500	REFERENCEONE	1		15,405.65	Warehousing	15,405.65
						Subtotal	15,405.65
						GST	770.28
						Total	16,175.93
<b>Total number of items</b>			<b>1</b>			<b>Mail Management Services</b>	<b>\$16,175.93</b>

Thank you for your business.

This is a sample invoice which is subject to change