

D.L. Gallivan Office Solutions

1424 W. Centre Ave. Portage, MI 49024
P: 269.349.1581 F: 269.349.2317

CONTRACT INVOICE

Invoice Number: IN12345
Invoice Date: 1/1/2019
Account Number: YBN01
Balance Due: \$0.00

This is your *invoice number*– when calling with invoice questions, this is the number you'll reference.

This is your *account number*– it corresponds to your business name. You use this number for online ordering through our e-info portal.

Bill To: Your Business Name Here
Accounts Payable
123 Main St.
Kalamazoo, MI, 49006

Customer: Your Business Name Here
123 Main St.
Kalamazoo, MI, 49006

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
YBN01	Net In 30 Days From Invoice	2/1/2019	\$189.91	\$189.91	
Invoice Remarks					
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CT10101-01	-	\$179.16		1/1/2017	
Contract Remarks					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract Usage charge for the 12/1/2018 to 1/1/2019 Usage period	\$179.16 **
	\$179.16

**See Usage details below

Detail:

Equipment included under this contract

Kyocera/Kyocera TASKalfa 5052ci

Number	Serial Number	Base Adj.	Location
8000	ABC1234567	\$0.00	Your Business Name Here, 123 Main St. Kalamazoo, MI, 49006 Main Office

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Usage
B\W	B\W	361,448	369,936		8,488	0	8,488	0.008500	\$72.15
Tier 1	Tier 1	87,123	87,360		237	0	237	0.030000	\$7.11
Tier 2/3	Tier 2/3	130,314	131,979		1,665	0	1,665	0.060000	\$99.90
									\$179.16

This is your *equipment ID number*. You can also find this number on our sticker on the front of your machine. When ordering toner or placing service calls, this is the number we will need to know.

B\W: Black & White pages

Tier 1: pages using 5% or less color

Tier 2/3: pages using more than 5% color

A late charge of 1.5% per month with a minimum charge of \$5.00 will be assessed on all past due invoices. If you would prefer to receive invoices by email contact us at kimbrady@dlgallivan.com. Thank you.

Invoice SubTotal	\$179.16
Tax:	\$10.75
Invoice Total	\$189.91
Balance Due:	\$189.91