How to Read Your Invoice

			① Account N	Invoice JOHN Q PUBLIC Jumber: 9999999 Page 1 of 1
2 Invoice Date: February 15, 2017		(3) Invoice Number: 555555 (5) Late fee assessed on 3/19/2017		
4 Invoice Amount due: \$999.99 6 Due Date: 3/2/2017		7 Current Balance: \$999.99		
0		0		
SUMMARY OF YOU	R ACCOUNT			
8 Service Address:	./ANYPLACE/./CITY STATE 99999 Tank	# T031		
DATE GALLONS	PRODUCT	TICKET# PPG 555555 @ \$0.4000	TOTAL	
2/15/2017 520.9 Total Invoice	Propane	555555 @ \$0.4000	\$999.99 \$999.99	
S		Polices	• •	
	See reverse for more information. Detach this stub an			
(3)	555555 9999999	If payment has been made, p Save a stamp. Pay at	-	Amount Due By 3/2/2017
	BILL ENCLOSED	www.superiorplusenergy.co	om 4	\$999.99
ENERGY SVC 1870 S WINTO ROCHESTER, I	ON ROAD		Amount Enclose	ed
			\$	
TEMP-RETUR	N SERVICE REQUESTED	ENERGY SERVICE PO Box 1365	E	
11 CHECK HERE I	FOR CHANGE OF ADDRESS	Dept 1	10-1365	
Buffalo, NY 14240–1365 AR1218389 0509 0 000014 000017 1/1 - II - P1				Puu
A1 (12) PC	DHN Q PUBLIC CCOUNTS PAYABLE DEPARTMENT D BOX 999 NYPLACE, XX 55555			
000000000000000000000000000000000000000				

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.