

Introducing New Xerox Invoices

As part of our commitment to better serve you, we are introducing a new look to our invoices, which have been designed to make things clearer.

Please see below for “How to Read Your Invoice”

Page 1: Face Page

Type of Invoice

Attention: Accounts Payable

Bill To: **CUSTOMER NAME**
CUSTOMER LEGAL NAME
CUSTOMER ADDRESS

Invoice Recipient

xerox

Customer No. 1-00000000
Invoice No. 12345678
PO Number 123456

Invoice Date: January 1, 2017
Due Date: February 1, 2017

Due Date

Total Amount Payable
\$248.08

Total Amount

Billing Inquiries: 1-800-ASK-XEROX (1-800-275-9376) | customerinquiry@xerox.com | Xerox Canada Ltd. 4101 Yonge St. Suite 100 Box 222 Toronto ON M2P 1N6

Subtotal	\$221.50
Taxes	
GST	\$11.07
PST	\$15.51
Total Amount Payable	\$248.08

Thank you for doing business with Xerox.
For assistance, contact us at 1-800-ASK-XEROX (1-800-275-9376) or visit www.xerox.ca
For information on how to read your invoice, please visit www.xerox.ca/newinvoices
To eliminate meter read billing estimates, please visit www.xerox.ca/meters

GST/STC Registration No. 10575 6589 810001 | GST Registration No. 1009367078 T00001
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Remittance Stub
Please detach and return this stub, with your payment, indicate the invoice number on the front of your cheque.
Late payment fees are charged on overdue accounts. Please pay promptly.

Invoice No.	12345678	Please Remit To:	XEROX CANADA LTD
Invoice Date	January 1, 2017		PO BOX 4539 STNA
Customer No.	1-00000000		TORONTO ON M5W 4P5
Customer Name	CUSTOMER NAME		

Remit Payment

Total Amount Payable
\$248.08

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Page 2: Charge Summary

Customer Name	CUSTOMER NAME	Invoice No.	12345678
Customer No.	1-00000000	Invoice Date	January 1, 2017

Miscellaneous	Item	Amount (\$)
	Legislated Levy	\$3.50
	Miscellaneous Total	\$3.50
Purchase	Item	Amount (\$)
	Equipment	\$1,426.00
	Purchase Total	\$1,426.00

Purchase

Customer Name	CUSTOMER NAME	Invoice No.	12345678
Customer No.	1-00000000	Invoice Date	January 1, 2017

Lease	Item	Amount (\$)
	Charges	\$418,984.24
	Lease Total	\$418,984.24

Lease

Customer Name	CUSTOMER NAME	Invoice No.	12345678
Customer No.	1-00000000	Invoice Date	January 1, 2017

Maintenance	Item	Amount (\$)
	Base Charges	\$205.00
	Impression Charges	\$16.50
	Maintenance Total	\$221.50

Service

Customer Name	CUSTOMER NAME	Invoice No.	12345678
Customer No.	1-00000000	Invoice Date	January 1, 2017

TOTAL	Amount (\$)
Subtotal	\$221.50
Taxes	\$205.00
GST	\$11.07
PST	\$15.51
Total Amount Payable	\$248.08

Page 3: Charge Details by Install Address and Serial No.

Customer Name	CUSTOMER NAME	Invoice No.	12345678
Customer No.	1-00000000	Invoice Date	January 1, 2017

CUSTOMER ADDRESS

Maintenance

Serial No.	Item Description	PO Number	Billing Period	Base Charges	Amount
860170621	D110 Copier/Printer	123456	2016-06-01 to 2016-06-30	\$30.00	\$30.00
898170621	PR3.2TRV DRK	123456	2016-06-01 to 2016-06-30	\$95.00	\$95.00
UAD170621	GBC PUNCH LETTER	123456	2016-06-01 to 2016-06-30	\$80.00	\$80.00

Impression Charges

Serial No.	Item Description	Meter Type	Previous Read	Current Read	Imp Made	Imp Allowance	Imp Credits	Chargeable Imp	Imp Messages Rate	Amount
860170621	D110 Copier/Printer	Black and White	5000	8000	3000	0	0	3000	0.0055	\$16.50

Maintenance Total \$221.50

For further questions, please contact
1-800-ASK-XEROX (1-800-275-9376).
More information at www.xerox.ca/newinvoices