



### HST details

HST Ont.	7.10			
<b>Total HST</b>				<b>\$7.10</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 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](http://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**