

HST details

HST Ont.	5.66			
Total HST				\$5.66

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.

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**

Your details

Items shipped from 456 XYZ STREET MISSISSAUGA ON L5N 8G6

Order date (Y-M-D)/ Order no.	Tracking no./ Reference	Shipped to/ Returned from address	Declared dimensions/ Weight KG/VE	Billed dimensions/ Weight KG/VE	Service description/Options/Fees	Amount
Items shipped						
2017-02-07 D111111111 Customer reference	1234567890123456 Cost Centre	26 WHEATON GROVE SCARBOROUGH ON M1J 3L5 CANADA	9.00	64 x 45 x 35.5 17.04	Expedited Parcel – 01 Signature Delivery Confirmation COD Over Size Proof of Age Saturday Delivery Address Correction Fee Auto Billing Fuel 4.50% Volumetric Equivalent Subtotal HST (Ont.) Total	7.50 1.50 2.00 2.00 6.25 1.00 1.00 7.00 0.50 0.26 2.65 31.66 2.65 \$34.31
2017-02-07 D111111111 Customer reference	1234567890123456 Cost Centre	22 ELDEN AVE WHITEFISH ON P0M 3E1 CANADA	6.00	42.5 x 41 x 23.5 6.83	Expedited Parcel – 05 Signature Fuel 4.50% Subtotal HST (Ont.) Total	11.10 1.50 0.41 13.01 1.44 \$14.45
2017-02-07 D111111111 Customer reference	1234567890123456 Cost Centre	8 PTH 52 W STEINBACH MB R5G 1X7 CANADA	13.00	42.5 x 41 x 23.5 13.00	Expedited Parcel – 06 Signature Delivery Confirmation COD Over Size Proof of Age Saturday Delivery Address Correction Fee Auto Billing Fuel 4.50% Volumetric Equivalent Subtotal HST (Ont.) Total	7.50 1.50 2.00 2.00 6.25 1.00 1.00 7.00 0.50 0.26 2.65 31.66 2.65 \$34.31
					Label Cancellation	-\$34.31
2017-02-08 D111111111 Customer reference	1234567890123456 Cost Centre	PO BOX 474 STAR CITY SK S0E 1P1 CANADA	3.00	29 x 27 x 26.5 3.46	Expedited Parcel – 05 Signature Delivery Confirmation COD Over Size Proof of Age Saturday Delivery Address Correction Fee Auto Billing Fuel 4.50% Volumetric Equivalent Subtotal GST Total	7.50 1.50 2.00 2.00 6.25 1.00 1.00 7.00 0.50 0.26 2.65 31.66 2.65 \$34.31
2017-02-08 D111111111 Customer reference	1234567890123456 Cost Centre	497 WHITEVALE RD LUMBY BC V0E 2G6 CANADA	9.00	9.00	Expedited Parcel – 31 Signature Fuel 4.25% Subtotal GST Total	18.31 1.50 0.82 20.63 1.03 \$21.66
2017-02-09 D111111111 Customer reference	1234567890123456 Cost Centre	121 ASTOR CRES NEW HAMBURG ON N3A 2B7 CANADA	6.00	42.5 x 40.5 x 23 6.60	Expedited Parcel – 02 Signature Fuel 4.25% Subtotal GST Total	6.25 1.50 0.26 8.01 0.55 \$8.56
Total items shipped		6				\$147.60



Invoice date (Y-M-D) **2017-03-13**
 Customer number **1234567**
 Invoice number **999999999**
 Customer ref. 1 **Store 5**
 Customer ref. 2 **RC012012**

Order date (Y-M-D)/ Order no.	Tracking no./ Reference	Shipped to/ Returned from address	Declared dimensions/ Weight KG/VE	Billed dimensions/ Weight KG/VE	Service description/Options/Fees	Amount
Items returned to 456 STREET MISSISSAUGA ON L5N 8G6						
2017-02-07 D111111111 Customer reference	1234567890123456 Cost Centre	1440 BOUL LOUIS X1V QUEBEC QC G2L 1M0 CANADA	19 x 13 x 7.5 0.01	0.31	Expedited return to sender – 01 Fuel 4.50% Subtotal QST Total	3.81 0.17 3.98 0.52 \$4.50
2017-02-07 D111111111 Customer reference	1234567890123456 Cost Centre	650 KINGSTON RD PICKERING ON L1V 1A0 CANADA	19 x 13 x 7.5 0.01	0.31	Expedited anticipated return – 02 Fuel 4.50% Subtotal HST (Ont.) Total	3.81 0.17 3.98 0.52 \$4.50
2017-02-11 D111111111 Customer reference	1234567890123456 Cost Centre	2459 LANCASTER ROAD OTTAWA ON K1B 4S4 CANADA	19 x 13 x 7.5 0.01	0.31	Expedited Authorized return – 03 Fuel 4.50% Subtotal HST (Ont.) Total	3.81 0.17 3.98 0.52 \$4.50
Total items returned		3				\$13.50
Pickup service						
2017-02-11		108 Queen Street Ottawa ON K1A 0B1 CANADA			Scheduled pick-up Subtotal GST Total	7.50 7.50 0.38 \$7.88
2017-02-11		108 Queen Street Ottawa ON K1A 0B1 CANADA			On demand pick-up Subtotal GST Total	3.00 3.00 0.15 \$3.15
Total pickup services		2				\$11.03
Adjustments relating to prior invoices						
Claim settlement						
2017-02-15 D111111111CL	1234567890123456 ST#1234567890 Invoice#1234567890				Xpresspost Subtotal GST Total	-17.68 -17.68 -0.88 - \$18.56
2017-02-15 D111111111CL	1234567890123456 ST#1234567890 Invoice#1234567890				Xpresspost Subtotal GST Total	-17.68 -17.68 -0.88 - \$18.56
Total claim settlement		2				- \$37.13
Label cancellation refunds						
2017-02-13 D111111111	1234567890123456 ST#1234567890 Invoice#1234567890				Label cancellation refund Subtotal GST Total	-6.21 -6.21 -0.31 - \$6.52
2017-02-13 D111111111	1234567890123456 ST#1234567890 Invoice#1234567890				Label cancellation refund Label cancellation refund Subtotal HST (Ont.) Total	-5.01 -5.01 -10.02 -0.75 - \$10.77
Total label cancellation refunds		2				- \$17.29
Volumetric equivalent						
2017-02-13 D111111111	1234567890123456 Cost Centre		19 x 13 x 7.5 1.00	25 x 13 x 7.5 2.30	Xpresspost Subtotal GST Total	0.45 0.45 0.02 \$0.47



Invoice date (Y-M-D) **2017-03-13**
Customer number **1234567**
Invoice number **999999999**
Customer ref. 1 **Store 5**
Customer ref. 2 **RC012012**

Order date (Y-M-D)/ Order no.	Tracking no./ Reference	Shipped to/ Returned from address	Declared dimensions/ Weight KG/VE	Billed dimensions/ Weight KG/VE	Service description/Options/Fees	Amount
2017-02-13 D111111111	1234567890123456 Cost Centre Invoice#1234567890		19 x 13 x 7.5 1.00	25 x 13 x 7.5 2.30	Xpresspost Subtotal HST (Ont.)	0.45 0.45 0.07
					Total	\$0.52
Total volumetric equivalent		2				\$0.99

Thank you for your business.