

ABC COMPANY ATTN JOHN SMITH 123 ABC STREET OTTAWA ON K1A 0B1 Page 1 of 5

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

#### **Contact us**

General inquiries | Tracking

1-866-607-6301

Questions about your invoice/account

1-800-267-7651 cmg@canadapost.ca canadapost.ca/billing

# **Summary of charges**

**Total amount of this invoice** \$104.25 Your payment is due by (Y-M-D) 2017-03-28

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(pag	je 2)					

	Subtotal	GST	HST (page 2)	QST	Total
Current invoice cycle (includes adjustments)					
tems shipped	123.62	4.23	5.30		133.15
tems returned	11.94		1.04	0.52	13.50
Items cancelled	10.50	0.53			11.03
Prior invoice cycle					
Items cancelled	-16.23	-0.31	-0.75		-17.29
Claim settlement	-35.36	-1.77			-37.13
Volumetric equivalent	0.90	0.02	0.07		0.99
 Total	\$95.37	\$2.70	\$5.66	\$0.52	\$104.25



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Customer number 1234567 Invoice number 999999999 Amount due \$104.25

Due date (Y-M-D) 2017-03-28

Return this slip with your payment

**Payment terms**: The net amount is due in 15 days from the invoice date. A late payment fee at a rate of 18% per year will be charged on any invoice paid after the due date.

Amount paid

\$

CANADA POST CORPORATION PAYMENT PROCESSING 2701 RIVERSIDE DR OTTAWA ON K1A 1L7 ABC COMPANY ATTN JOHN SMITH 123 ABC STREET OTTAWA ON K1A 0B1



Page 2 of 5 Invoice date (Y-M-D) 2017-03-13 1234567 Customer number Invoice number 99999999 Customer ref. 1 Store 5 Customer ref. 2 RC012012

## **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					
□ <b>Data</b> – 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**

Page 3 of 5 Invoice date (Y-M-D) **2017-03-13** 

Customer number 1234567 Invoice number 999999999 Customer ref. 1 Store 5 Customer ref. 2 RC012012

# 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 D1111111111 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 D1111111111 Customer reference	1234567890123456 Cost Centre	22 ELDEN AVE WHITEFISH ON POM 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 <b>13.01</b> 1.44 <b>\$14.45</b>
2017-02-07 D1111111111 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 Label Cancellation	7.50 1.50 2.00 2.00 6.25 1.00 7.00 0.50 0.26 2.65 31.66 2.65 \$34.31
2017-02-08 D1111111111 Customer reference	1234567890123456 Cost Centre	PO BOX 474 STAR CITY SK SOE 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 D1111111111 Customer reference	1234567890123456 Cost Centre	497 WHITEVALE RD LUMBY BC VOE 2G6 CANADA	9.00	9.00	Expedited Parcel – 31 Signature Fuel 4.25% Subtotal GST Total	18.31 1.50 0.82 <b>20.63</b> 1.03 <b>\$21.66</b>
2017-02-09 D1111111111 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	•	6.25 1.50 0.26 <b>8.01</b> 0.55 <b>\$8.56</b>
Total items shipped		6				\$147.60



Page 4 of 5 Invoice date (Y-M-D) **2017-03-13** 

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 t	o 456 STREET MISS	SISSAUGA ON L5N 8G6				
2017-02-07 D1111111111 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 <b>3.98</b> 0.52 <b>\$4.50</b>
2017-02-07 D1111111111 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 <b>3.98</b> 0.52 <b>\$4.50</b>
2017-02-11 D1111111111 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 <b>3.98</b> 0.52 <b>\$4.50</b>
Total items returned		3				\$13.50
Pickup service						
2017-02-11		108 Queen Street Ottawa ON K1A 0B1 CANADA			Scheduled pick-up <b>Subtotal</b> GST <b>Total</b>	7.50 <b>7.50</b> 0.38 <b>\$7.88</b>
2017-02-11		108 Queen Street Ottawa ON K1A 0B1 CANADA			On demand pick-up Subtotal GST Total	3.00 <b>3.00</b> <b>0.15</b> <b>\$3.15</b>
Total pickup services		2				\$11.03
Adjustments relations settlement 2017-02-15 D1111111111CL	1234567890123456 ST#1234567890	ices			Xpresspost <b>Subtotal</b>	-17.68 <b>-17.68</b>
	Invoice#1234567890				GST <b>Total</b>	-0.88 <b>- \$18.56</b>
2017-02-15 D1111111111CL	1234567890123456 ST#1234567890 Invoice#1234567890				Xpresspost Subtotal GST Total	-17.68 <b>-17.68</b> -0.88 - <b>\$18.56</b>
Total claim settlemen	t	2				- \$37.13
Label cancellation	on refunds					
2017-02-13 D1111111111	1234567890123456 ST#1234567890 Invoice#1234567890				Label cancellation refund Subtotal GST Total	-6.21 <b>-6.21</b> -0.31 <b>- \$6.52</b>
2017-02-13 D1111111111	1234567890123456 1234567890123456 ST#1234567890 Invoice#1234567890				Label cancellation refund Label cancellation refund <b>Subtotal</b> HST (Ont.) <b>Total</b>	-5.01 -5.01 <b>-10.02</b> -0.75 - <b>\$10.77</b>
Total label cancellatio	n refunds	2				- \$17.29
Volumetric equi	valent					
2017-02-13 D1111111111	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 <b>0.45</b> 0.02 <b>\$0.47</b>



Page 5 of 5 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 D1111111111	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 <b>0.45</b> 0.07
					Total	\$0.52
Total volumetric equivalent		2				\$0.99

Thank you for your business.