

Direct Inquiries and Correspondence To:
Xerox CORPORATION
PUBLIC SECTOR
CUSTOM BUSINESS CENTER
800 CARILLON PARKWAY
ST. PETERSBURG, FL 33716

telephone; 888—435-6333

Ship To/Installed At
ABC COMPANY
ANYWHERE, USA 12345

**THE EASY WAY
TO ORDER SUPPLIES**
CALL OUR TOLL
FREE NUMBER
1-800-022-2200

9999999999
Purchase Order Number

Special Reference
999999 99-9 99
Contract Number
NET 30
Terms and Conditions of Payment

General Account
Information

Bill To:
ABC COMPANY
ANYWHERE, USA 12345

01/14/02
Invoice Date
999999999
Invoice Number
999999999
Customer Number

Displays base
billing amount
and period of time
base is being
charged

5837A COPIER W/DADE

SER.# 999-999999

RENTAL E'LAN

MONTHLY EASE CHARGE 10-01-01 TO 12-30-01 915.30
METER USAGE 09-30-01 TO 01-09-02
PRINTS 278819 296833 18014
TOTAL PRINTS 18014

LESS ALLOWANCE 115500
NET BILLABLE PRINTS 00 .011600 .00
NET PRINT CHARGE .00

ACCESSORY/FEATURE CHARGE 10-01-01 TO 12-30-01
SORTER SER.# 999999999 94.50
SUB TOTAL 1,009.80
TOTAL 1,009.00

BASE BILLING FOR 03 MONTHS
ALLOWANCE PRORATED FOR 099 DAYS
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

Beginning and
ending meter read
and total prints
made during the
current billing
cycle

Meter charges
billed during this
billing cycle and
dates of the billing

Number of billable
prints x excess
copy rate per terms
and conditions
of contract

Number of prints included in base
billing prior to billing excess meter
charges (specific according to
Terms & Conditions of contract)

Number of total prints for the
period less contract allowance

Accessories on machines that are billed
separately. If there is a charge, the
dates for the period are reflected along
with the charges. If the accessory
charge is included in the mainframe
charges, INCL will be displayed.

Number of months
being billed for
base charges on
the invoice

Ship to /Installed At
ABC COMPANY
ANYWHERE, USA 12345

Please detach the payment portion and return
Bill To
ABC COMPANY
ANYWHERE, USA 12345

P.O. BOX 8025s5
CHICAGO, IL
60680-2555

Specific number of
days calculated for
allowance

PLEASE PAY THIS AMOUNT-> \$1,009.80
1--046--8020 999999999 999999999 01114/02 ZMI60
RF007626 100100
03 6M4J 3222 H 30345 2W53 1 115
2-210000907006086457126 100980 999999999

- ESP = Enhanced Service Charges: charges for customized level of response time for technical service
- MRC = Meter Response Charges: charge for extended hours of technical service availability (e.g., 24X7, weekend service, etc.)
- P/D = Premium or Discount: negotiated service discount or premium charge for service (e.g., service on equipment past the period of assured availability)

