

# GUIDE TO UNDERSTANDING YOUR INVOICE AND STATEMENT

**HOLT of California** **CAT Rental**  
 PO Box X, Sacramento, CA 95813  
 FOR BILLING INQUIRES: (877) 379-6620

STATEMENT

Page 1 of 1

JOHN DOE  
 123 STREET  
 SOMEWHERE CA  
 US

00000-0000

000000 03/31/10  
 CUSTOMER NUMBER DATE  
 AMOUNT DUE \$

IMPORTANT! \*\*\*\* PLEASE WRITE YOUR CUSTOMER NUMBER ON YOUR CHECK \*\*\*\*

INVOICE DATE	REFERENCE	INVOICE NUMBER	ACCOUNT ACTIVITY	BALANCE
12.15.09	ER-305743010	020100125 2	39,081.89	39,081.89
03.18.10	ER7239684010	T3968401	371.30	39,453.19
03.22.10	ER7154253030	B5425303	441.66	39,894.85
03.23.10	ER7154420020	B5442002	874.66	40,769.51
03.23.10	ER7239882100	T3988210	441.66	41,211.17
03.23.10	ER7239962030	T3996203	89.85	41,301.02
03.23.10	ER7154251030	B5425103	2,714.91	44,015.93
03.30.10	ER7239691010	T3969101	924.96	44,940.79
03.31.10	ER7153992050	B5399205	441.66	45,382.45

THANK YOU!

STATEMENT

TERMS AS STATED ON INVOICE.

PLEASE VISIT OUR WEBSITE AND JOIN OUR STOREFRONT AT WWW.HOTCA.COM

PLEASE PAY THIS AMOUNT 45,382.45

6,300.56	31-60 DAYS	61-90 DAYS	91-120 DAYS	121-150 DAYS	151-180 DAYS	> 181 DAYS
CURRENT						

FORM NO. 03/05-REV

## Statement

- Printed at the end of the month.
- Reflects current months activity.

- Remittance Address and Branch Telephone Numbers
- Your Billing Address
- Account Number and Statement Date  
*Please include your account number on remittance check.*
- Invoice Date
- Reference Number
- Invoice Number
- Account Activity
- Account Balance
- Amount Due
- Aged Balances



**HOLT**  
of California



**HOLT**  
of California



www.holtca.com

**ELIMINATE PAPER**

NOW YOU CAN VIEW YOUR INVOICES AND STATEMENTS ONLINE.  
 FOR ACCESS CALL OUR CREDIT DEPARTMENT AT 877-379-6620 TODAY!

# Sales Invoice

- Your bill for sales.
- Payments Due 10 days after invoice date.
- Be sure to enclose invoice number with payment.

**HOLT of California** **CAT Rental** **SALES INVOICE** PAGE 1

7310 Pacific Ave  
Pleasant Grove, CA 95668-9708  
(916)921-8800 (800)452-8888 Fax (916)991-8290

Remit Payment to: Holt of California  
PO BOX X  
Sacramento, CA 95813  
Toll Free Message Phone (877) 379-6620

CUSTOMER # 0000000  
JOHN DOE  
123 STREET  
ANYWHERE CA 00000-0000

JOB LOCATION  
123 STREET  
ANYWHERE CA 00000-0000

INVOICE NUMBER: 00000000 INVOICE DATE: 04-14-10 PURCHASE ORDER NUMBER: ORDERED BY: SALES REP: G 130 WRITTEN BY: XUPH44AJC

If an equipment sale, WHEN OPERATED IN CALIFORNIA, ANY OFF-ROAD DIESEL VEHICLE MAY BE SUBJECT TO THE CALIFORNIA AIR RESOURCES BOARD INVOICE OFF-ROAD DIESEL VEHICLE REGULATION. IT THEREFORE COULD BE SUBJECT TO RETROFIT OR ACCELERATED TURNOVER REQUIREMENTS TO REDUCE EMISSIONS OF AIR POLLUTANTS. For more information, please visit the California Air Resources Board website at: <http://www.arb.ca.gov/mscom/otdiesel/otdiesel.htm>.

CUSTOMER CONTACT: JOHN DOE

EQUIPMENT SALE  
ONE USED 2007 CATERPILLAR D6R LGP III DOZER  
CAB/AIR, S BLADE, DRAW BAR, SWEEPS AND SYSTEM ONE  
UNDERCARRIAGE  
1.0 ID NO: 000000 SERIAL NO: 00000000 12 180000.00

PAID IN FULL VIA WIRE ON 04/14/2010.  
WARRANTY: THIS MACHINE IS SOLD "AS IS WHERE IS"

TERMS OF PAYMENT: NET 10 for all equipment purchases and rental transactions. DUE ON 10th OF THE MONTH FOLLOWING THE INVOICE DATE for all parts and service transactions. A FINANCE CHARGE of 1.5% per month will be applied to all unpaid balances. Payment in full must be received by the 10th of the month following the invoice date. Payment in full must be received by the 10th of the month following the invoice date. Payment in full must be received by the 10th of the month following the invoice date.

AMOUNT DUE 180000.00  
AMOUNT CREDIT

- 1 Branch Address and Telephone Numbers
- 2 Remittance Address
- 3 Your Customer Number
- 4 Your Billing Address
- 5 Job Location
- 6 Invoice Number
- 7 Invoice Date
- 8 Description
- 9 Model Number
- 10 Machine I.D. No.
- 11 Serial Number
- 12 Unit Price
- 13 Payment Terms & Conditions
- 14 Total Purchase Amount

# Service Invoice

- Your bill for service.
- Payments Due on the 10th of the following month.
- Be sure to enclose invoice number with payment.

**HOLT of California** **CAT Rental** **INVOICE SUMMARY** PAGE 1

1521 West Charter Way  
Stockton, CA 95206  
(209)466-6000 (800)347-4658 Fax (209)467-4658

Remit Payment to: Holt of California  
PO BOX X  
Sacramento, CA 95813  
Toll Free Message Phone (877) 379-6620

CUSTOMER # 00000  
JOHN DOE  
123 STREET  
ANYWHERE CA 00000-0000

SHIP TO  
123 STREET  
ANYWHERE CA 00000-0000

INVOICE NUMBER: 0000000000 INVOICE DATE: 04-30-10 CUSTOMER NO: 00000 DOCUMENT NUMBER: 0000000 PURCHASE ORDER: 9

MODEL: 120G SERIAL NUMBER: 0000000000 EQUIP.#: 12 METER READING: 1758.0 MACH. I.D. NO.: 14

SEG	TASK	TOTAL
00	TRAVEL TO/FROM MACHINE	236.23
01	REPAIR ELECTRIC SYSTEM	1007.34
MISC. CHARGES		
	SUPPLY CHARGE	13.45
	CA PARTIAL EXMPT TAX	11.95
	SAN JOAQUIN CITY TAX	2.98
	CITY OF STOCKTON	1.00
	----	1.00
		1273.43

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AMOUNT DUE 1273.43  
AMOUNT CREDIT

- 1 Branch Address and Telephone Numbers
- 2 Remittance Address
- 3 Your Customer Number
- 4 Your Billing Address
- 5 Shipping Location
- 6 Invoice Number
- 7 Invoice Date
- 8 Document Number
- 9 Purchase Order
- 10 Model
- 11 Serial Number
- 12 Equipment Number
- 13 Meter Reading
- 14 Machine I.D. No.
- 15 Task
- 16 California Sales Tax
- 17 Payment Terms & Conditions
- 18 Total Purchase Amount

# Parts Invoice

- Your bill for parts.
- Payments Due on the 10th of the following month.
- Be sure to enclose invoice number with payment.

**HOLT of California** **CAT Rental** **PARTS INVOICE** PAGE 1

3850 Channel Drive  
West Sacramento, CA 95691-3443  
(916)373-4100 (877)373-4100 Fax (916)373-4146

Remit Payment to: Holt of California  
PO BOX X  
Sacramento, CA 95813  
Toll Free Message Phone (877) 379-6620

Customer # 0000000  
JOHN DOE  
123 STREET  
ANYWHERE CA 00000-0000

SHIP TO  
123 STREET  
ANYWHERE CA 00000-0000  
\*\*\*\*PLEASE COLLECT\*\*\*\*

INVOICE NUMBER: 0000000000 INVOICE DATE: 03-31-10 ORDER NO: 00000000 PURCHASE ORDER: 9

QTY	SALES PERSON	DESCRIPTION	UNIT PRICE	TOTAL
1	214-7568	*SEAL-O RING	3.77	3.77
1	161-3705	SENSOR GP	128.02	128.02
1	6V-5048	*SEAL-O RING	3.33	3.33
TOTAL PARTS				135.12

\*\*\*\*PLEASE COLLECT\*\*\*\*  
16 TAX EXEMPTION LICENSE 0000000-000000

\*\*\* C O D \*\*\*

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AMOUNT DUE 135.12  
AMOUNT CREDIT

- 1 Branch Address and Telephone Numbers
- 2 Remittance Address
- 3 Your Customer Number
- 4 Your Billing Address
- 5 Shipping Location
- 6 Invoice Number
- 7 Invoice Date
- 8 Order Number
- 9 Purchase Order
- 10 Model
- 11 Serial Number
- 12 Equipment Number
- 13 Meter Reading
- 14 Machine I.D. No.
- 15 Item
- 16 California Sales Tax
- 17 Payment Terms & Conditions
- 18 Total Purchase Amount

# Rental Invoice

- Your bill for rental.
- Payments Due 10 days after invoice date.
- Be sure to enclose invoice number with payment.

**HOLT of California** **CAT Rental** **RENTAL INVOICE** PAGE 1

1521 West Charter Way  
Stockton, CA 95206  
(209)466-6000 (800)347-4658 Fax (209)467-4658

Remit Payment to: Holt of California  
PO BOX X  
Sacramento, CA 95813  
Toll Free Message Phone (877) 379-6620

CUSTOMER # 0000000  
JOHN DOE  
123 STREET  
ANYWHERE CA 00000-0000

JOB LOCATION  
123 STREET  
ANYWHERE CA 00000-0000

INVOICE NUMBER: 00000000 INVOICE DATE: 04-30-10 PURCHASE ORDER NUMBER: 00000000 ORDERED BY: BRYAN SALES REP: 12 WRITTEN BY: XUPH205XJ

TAX EXEMPTION LICENSE AAAA 000 000000

EQUIPMENT RENTAL FROM 02/23/10 THRU 03/22/10  
CATERPILLAR MOTOR GRADER MODEL 14H 5200.00 13

1.0 ID NO: U52370 SERIAL NO: ASB02363  
RATES: 950.00 / WEEK 850.00 / MONTH  
START DATE: 10/09 HOURS OUT: 2553.0  
STOP DATE: HOURS IN:

ABOVE RENTAL RATE BASED ON 10 DAYS WORKED IN MARCH

1.0 ENVIRONMENTAL PER 8.00

10/06/09 THRU 12/29/09 - 90% OF RENT TO APPLY  
11/26/09 THRU 01/27/10 - PRIME + 2% FLOATING INTEREST ON THE DECLINING BALANCE  
01/28/10 THRU 06/29/10 - PRIME + 2% FLOATING INTEREST ON THE DECLINING BALANCE AND A MINIMUM PAYMENT PER INVOICE IF THERE IS BALANCE EXCEEDS 5 DAYS PER 4 WEEK PERIOD. THE MINIMUM PAYMENT IS \$5,200.00 PER 4 WEEK PERIOD.

THIS UNIT WILL NEED TO CONVERT TO A SALE BY 07/10/10.

\*\* INVOICE COPY \*\*

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AMOUNT DUE 5208.00  
AMOUNT CREDIT

- 1 Branch Address and Telephone Numbers
- 2 Remittance Address
- 3 Your Customer Number
- 4 Your Billing Address
- 5 Job Location
- 6 Invoice Number
- 7 Invoice Date
- 8 Purchase Order Number
- 9 Ordered By:
- 10 Sales Rep
- 11 Written By:
- 12 Description
- 13 Rental Rate
- 14 Payment Terms & Conditions
- 15 Amount Due