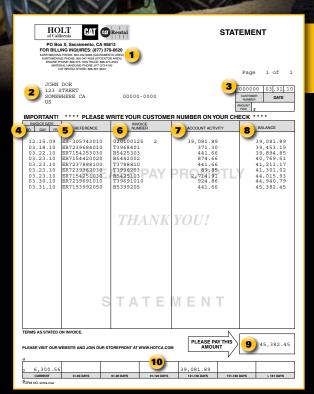
# GUIDE TO UNDERSTANDING



#### 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

- 6 Invoice Number
- **Account Activity**
- **Account Balance** 8
- 9 **Amount Due**
- Aged Balances



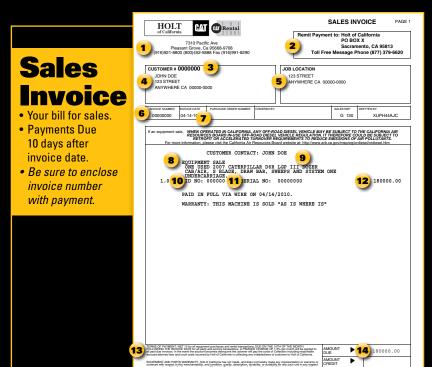






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ELIMINATE PAPER NOW YOU CAN VIEW YOUR INVOICES AND STATEMENTS ONLINE. FOR ACCESS CALL OUR CREDIT DEPARTMENT AT 877-379-6620 TODAY!



- Branch Address and **Telephone Numbers**
- Remittance Address
- Your Customer Number

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- Your Billing Address
- **Job Location**
- Invoice Number
- **Invoice Date**

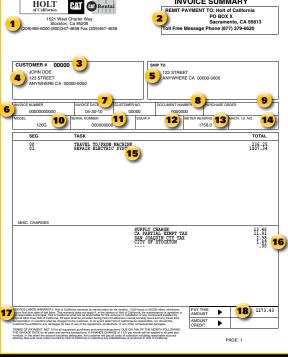
- Description
- Model Number
- Machine I.D. No.
- Serial Number
- **Unit Price**
- Payment Terms & Conditions

INVOICE SUMMARY

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.

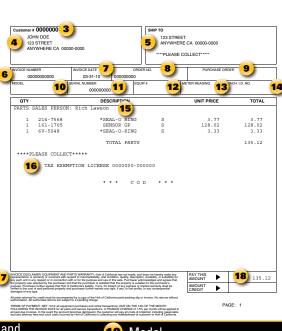


- Branch Address and Telephone Numbers
- Remittance Address
- Your Customer Number
- Your Billing Address
- **Shipping Location**
- Invoice Number
- Invoice Date
- **Document Number**
- Purchase Order

- 10 Model
- Serial Number
- **Equipment Number**
- Meter Reading
- Machine I.D. No.
- 15 Task
- California Sales Tax
- **Payment Terms & Conditions**
- Total Purchase Amount

# **Parts**

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



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PARTS INVOICE

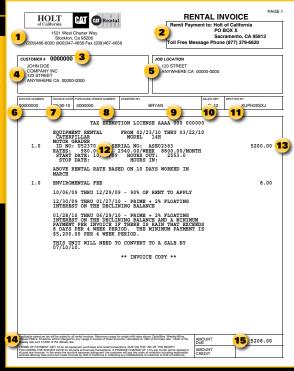
PO BOX X Sacramento, CA 95813

- Branch Address and Telephone Numbers
- Remittance Address
- Your Customer Number
- Your Billing Address
- **Shipping Location**
- Invoice Number
- Invoice Date
- Order Number
- Purchase Order

- 10 Model
- Serial Number
- **Equipment Number** Meter Reading
- Machine I.D. No.
- Item
- 16 California Sales Tax
- Payment Terms & Conditions
- **Total Purchase Amount**

### Rental Invoice

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



- Branch Address and **Telephone Numbers**
- Remittance Address
- Your Customer Number
- Your Billing Address
- **Job Location**
- Invoice Number
- Invoice Date

- Purchase Order Number
- Ordered By:
- 10 Sales Rep
- Written By:
- Description
- Rental Rate
- 14 Payment Terms & Conditions
- **Amount Due**