How to Read an Access Invoice

Access Information Management provides its clients with easy-to-read & informative invoices.

01. **Client Information:** Name Billing Address, and Contact Name

02. **Service Billing Period:** The Date up to and including which items are billed.

03. **Date:** Invoice Date

04. **Invoice Number**

05. **Customer #:** Assigned Account number to include on payment

06. **PO #** Purchase Order Number if provided by the client.

07. **Total Amount Due:** Monetary amount needed to provide payment in full.

08. **Total Enclosed:** Actual amount sent by the client. (manually entered by the client)

09. **Remit To:** The Access postal address to which payments are to be sent. (plus, reminder to include invoice # with payment.)

10: **EFT Remit To:** Instructions on how to arrange EFT or credit card payments.

11. **Invoice Headers:** Qty Items- Boxes Actual count. Service Description- Container Type, or service provided. Quantity-Total Cubic Footage per container type or number of items provided. Rate-Storage rate per CF for number of days in billing period or price per service type. Tax-Y/N indicates if tax is applicable. Fee-Line Item Total Billed

12. **Storage:** Lists Pro-Rata amount then reflects storage for the listed billing period by container type.

13. **Service:** Lists Billable Services provided to client during the billing month.

14. **Supplies:** Lists any supply items provided to client during the billing month.

15. **Transportation:** Fuel Surcharge, plus Transportation Charges incurred during the Billing Month.

16. **The Bottom Line: Subtotal** – Total Billable Amount before Taxes. **Tax** – Total Taxes charged on invoice. **Invoice Total** – Total Billable amount including taxes.

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Philadelphia, PA 19178-2998

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Page 1 of 1

Invoice

Service Billing Period 3/31/2018

Date: 3/31/2018
Invoice #: 1234567
Customer #: YY123456
PO #: 123456789

050AV01021

(1) ABC Company
Attn: Accounts Payable
123 Main Street
Suite A
Anytown, ST 12345-1234

Total Amount Due: $1,234.56
By: 4/30/2018

Total Enclosed:

Check Remit To:
P.O. Box 782998
Philadelphia, PA 19178-2998

When making payment, please reference invoice number

EFT Remit To:
For EFT or credit card payments, please contact ar@accesscorp.com

When making payment, please reference invoice number

NOTE: MAIN

QTY ITEMS	SERVICE DESCRIPTION	QUANTITY	RATE	TAX	FEE
Storage					
Storage Period: 03/01/2018 - 03/31/2018					
7	Container Storage - Standard Box	8.40	1.2345	N	X.XX
Storage Period: 04/01/2018 - 04/30/2018					
2,620	Container Storage - Standard Box	3,144.00	1.2345	N	X.XX
	TOTAL FOR Storage	3,152.40			X.XX
	TAX				0.00
Service					
	Add New Container	8.40	1.2345	N	X.XX
	Retrieve Container	2.40	1.2345	N	X.XX
	Retrieve Container - Emergency	3.60	1.2345	N	X.XX
	Refile Container	3.60	1.2345	N	X.XX
	Phone/Fax/Email Order Surcharge	1.00	1.2345	N	X.XX
	FileBRIDGE Records + AccessMETRICS	1.00	1.2345	N	X.XX
	Administration Charge	1.00	1.2345	N	X.XX
	TOTAL FOR Service				X.XX
	TAX				0.00
Supplies					
	Storage Boxes Standard Complete / individual carton	200.00	1.2345	N	X,.XX
	TOTAL FOR Supplies				X.XX
	TAX				0.00
Transportation					
	Emergency Delivery - Within 2 Business Hours	2.00	1.2345	N	X.XX
	Standard Transportation	4.00	1.2345	N	X.XX
	Transportation per Container	18.00	1.2345	N	X.XX
	Fuel surcharge applied at a rate of 4.000 %			N	X.XX
	TOTAL FOR Transportation				X.XX
	TAX				0.00
	SUB-TOTAL				1,234.56
	TAX				0.00
	INVOICE TOTAL				$1,234.56

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