

Reading Your Invoice

We're providing this document to help you interpret and understand each element of your invoice.

If you need assistance, please contact our Billing department at the number listed on the front of your invoice.

1 Remittance Address

Mail your payment to this address.

2 Total Amount Due

This area shows your current total balance including current and past due amounts.

Account #: 00000000 Invoice #: B1-1111111 Invoice Date: November 1, 2005



For invoice inquiries, please contact us at:
800.111.1234

Rachel Geiger
Department 22
ACME Corporation
777 N Clark Street
Suite 888
Anytown, IL 99999

INVOICE

Remittance:
Please make payable in U.S. Dollars, and note your Account Number on your check.

Mail Remittance To:
P.O.Box 1234
Atlanta, GA 30384-1866
Fed-ID:

Current Charges:	\$801.71
Amount Past Due:	\$1,822.12
Total Amount Due:	\$2,623.83

Payment is due upon receipt. Payments not received 20 days after Invoice Date will be subject to a late charge of 1.5% on the outstanding balance.

Tear here and submit top portion with payment

Statement

The page details all outstanding invoices and gives a summary of recent transactions.

3 Invoice Number

Number used to reference individual invoices

4 Date

This is the date the invoice was issued.

5 Type

The type of transaction.

6 Invoice Amount

The total amount due on the invoice.

7 Debit

Total amount of any debits, if applicable.

8 Credit

Total amount credited, if applicable.

9 Payment

Amount of payment received.

10 Balance

Remaining balance after debits, credits and payments.

11 Payment Summary

A summary of payments received within the last month.

12 Other Charges

Charges, such as late fees or miscellaneous services that do not appear with your regular service fees.

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For statement inquiries, please contact us at

Rachel Geiger
Department 22
ACME Corporation
777 N Clark Street
Suite 888
Anytown, IL 99999

STATEMENT

INVOICE	DATE	TYPE	INVMNT	DEBIT	CREDIT	PAYMENT	BALANCE
B1-4591656	10/01/05	Invoice	\$2,112.56				\$2,112.56
P1-1003674	10/06/05	Payment					\$290.44
B1-4625488	11/01/05	Invoice	\$801.71				\$801.71
		Current:	\$511.27				
		30 DAY :	\$2,112.56				
		60 DAY :	\$0.00				
		90 DAY :	\$0.00				
		120 DAY :	\$0.00				
		OVER 120 DAYS:	\$0.00				
Total Due:							\$2,623.83

PAYMENTS

10/06/05	Payment - Thank you	\$702.43
10/06/05	Payment - Thank you	\$511.93
10/06/05	Payment - Thank you	\$290.44
	Total Payments	\$1,504.80

OTHER CHARGES

10/31/05	Late Fee on unpaid balance of B1-4491956 invoice	\$31.42
	Total Charges	\$31.42

Current Charge Summary

This is a summary of all activity for the previous month, with totals for each owner under the account shown as line-items.

13 Company and Account

The company name and account detailed in this summary.

14 Name

The name of the account owner.

15 Owner Number

The unique ID assigned by InterCall to the user who initiated the conference.

16 Conferences

The number of total conferences held with this account.

17 Minutes

The total minutes used by each owner under this account.

18 Charges

The total charges accrued by this owner based on usage.

19 Enhanced Products and Features

Additional costs to each owner based on usage of enhanced features.

20 Total Charges

Total charges for this account for the current month. (Charges + Enhanced Products and Features)

21 Taxes and Other Charges

Total taxes and other fees.

22 Total Charges

Total current charges for this account.

Conference Detail

These pages show detailed usage of owner accounts and their individual conference activity.

23 Owner's Name

24 Conference Summary

Shows the conference ID, date, start time, total number of attendees, total minutes and total cost for each individual conference.

25 Service Detail / Accounting Codes

Shows the product used, and if applicable, who made the reservation and the accounting codes.

26 Attendee Details

Shows details about each attendee:

Connect - time joined

Attendee - attendee's name if available or the service used and attendee phone number

Call Number - this is where the dialed number appears if the line was dialed out to

Type - billing code that indicates the type of service

Minutes - total minutes in conference

Charge - total usage fee

TYPE	DIALED IN ON/FROM
LD	800#
L	Local#
A8	Automated 800#
A	Automated Local#
E8	Encore 800#
E	Encore Local#
P8	Premium 800#
P	Premium Local#
R8	Reservationless + 800#
R	Reservationless + 706#
RC8	Resless Comp 800#
RC	Resless Comp 706#
DB	Direct Event 800#
D	Direct Event 706#
I	International

27 Taxes and Other Charges

Cost itemization for additional services and taxes for the conference.

Account #: 00000000 Invoice #: B1-11111111 Invoice Date: November 1, 2005

CURRENT CHARGE SUMMARY

13	Company: ACME Corporation Account: Department 22		15	16	17	18	19	20
	14	Owner Number	Confs	Minutes	Charges	Enhanced Products and Features	Total Charges	
Department 22								
	Alvert 1, Janet	00000000	0	0	\$0.00	\$0.00	\$0.00	
	Britany, Peter	11111111	1	137	\$58.91	\$0.00	\$58.91	
	Dosier 1, Richard	22222222	1	20	\$8.60	\$1.40	\$10.00	
	Frenzl, Matt	33333333	1	298	\$128.14	\$0.00	\$128.14	
	Grisham, Brett	44444444	0	0	\$0.00	\$0.00	\$0.00	
	Haute, Randy	55555555	0	0	\$0.00	\$0.00	\$0.00	
	Haute, Sam	66666666	0	0	\$0.00	\$0.00	\$0.00	
	Mauriarti 1, Orlando	77777777	0	0	\$0.00	\$0.00	\$0.00	
	Roberts 1, Nathan	88888888	3	616	\$264.88	\$22.50	\$287.38	
	Shane 1, Brad	99999999	0	0	\$0.00	\$0.00	\$0.00	
	Shane, Thomas	00001111	0	0	\$0.00	\$0.00	\$0.00	
	Stockholm, Ann	11112222	0	0	\$0.00	\$0.00	\$0.00	
	Swenson, Christi	22223333	1	3	\$1.29	\$8.71	\$10.00	
	Takel, Jamie	33334444	0	0	\$0.00	\$0.00	\$0.00	
	Towler, Steven	44445555	0	0	\$0.00	\$200.00	\$200.00	
	Whittier, Stephan	55556666	0	0	\$0.00	\$0.00	\$0.00	
Account Total			7	1074	\$461.82	\$232.61	\$694.43	
21 Federal, State & Local Taxes and Fees								\$75.86
Other Charges								\$31.42
22 Total Charges								\$801.71

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CONFERENCE DETAIL

23	Owner: Britany, Peter					
24	Conference	Date	Time	Attendees	Minutes	Total Charges
	1552834	10/14/05	09:46ET	3	137	\$68.67
Reservationless-Plus						
	Connect	Attendee	Call Number	Type	Minutes	Charge
	09:47ET	Peter Britany LDR		R8	45	\$19.35
	09:46ET	eRes-Plus - (111) 111-1111		R8	46	\$19.78
	09:46ET	eRes-Plus - (111) 111-1111		R8	46	\$19.78
	Federal, State & Local Taxes and Fees					\$9.76
Owner: Roberts 1, Nathan						
25	Conference	Date	Time	Attendees	Minutes	Total Charges
	1551536	10/14/05	10:00CT	8	191	\$104.50
Reserved By: Nathan,Roberts Project Accounting Code: PJR-5350						
26	Connect	Attendee	Call Number	Type	Minutes	Charge
	10:56ET	Automated - (999) 999-9999		A8	13	\$5.59
	11:27ET	Automated - (999) 999-9999		A8	37	\$15.91
	10:56ET	Automated - (999) 999-9999		A8	14	\$6.02
	10:54ET	Automated - (555) 555-5555		A8	15	\$6.45
	11:25ET	Automated - (111) 111-1111		A8	39	\$16.77
	11:26ET	Automated - (555) 555-5555		A8	37	\$15.91
	11:07ET	Automated - 333) 333-3333		A8	2	\$0.86
	11:29ET	Automated - Dial Out	(999) 999-9999	A8	34	\$14.62
	Automated Reservation Fee				1 @ \$7.500	\$7.50
	Federal, State & Local Taxes and Fees					\$14.87
27	Conference	Date	Time	Attendees	Minutes	Total Charges
	1791721	10/21/05	12:30CT	3	161	\$89.48
Reserved By: Nathan,Roberts 1 Project Accounting Code: pjir-5350						
28	Connect	Attendee	Call Number	Type	Minutes	Charge
	13:44ET	Automated - (333) 333-3333		A8	50	\$21.50
	13:40ET	Automated - (111) 111-1111		A8	54	\$23.22
	13:37ET	Automated - (999) 999-9999		A8	57	\$24.51
	Automated Reservation Fee				1 @ \$7.500	\$7.50
	Federal, State & Local Taxes and Fees					\$12.75

Project Accounting Summary

This is a summary of costs for each project accounting code used during the month.

28 Project Accounting Code

The accounting code used.

29 Conference List

A list of all conferences associated with a specific accounting code. Includes:

Owner Name - name of conference owner

Conference - the conference ID

Date - date of conference

Minutes - total minutes

Conf Charge - total conference cost

30 Totals

A summary of total conferences, total minutes and total cost for a specific accounting code.

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PROJECT ACCOUNTING SUMMARY

28 PAC: 121264

Owner Name	Conference	Date	Minutes	Conf Charge
Frenzi, Matt	1890574	10/25/05	298	\$140.48
Grisham, Brett	1552534	10/14/05	137	\$68.67
Swenson, Christi	1234478	10/05/05	3	\$11.61
Whittier, Stephan	1204360	10/03/05	20	\$10.95

30 Total Conferences:

4 458 \$231.71

PAC: 9022

Owner Name	Conference	Date	Minutes	Conf Charge
Roberts 1, Nathan	2039678	10/28/05	264	\$132.60
Total Conferences:	1		264	\$132.60

PAC: PJR-5270

Owner Name	Conference	Date	Minutes	Conf Charge
Roberts 1, Nathan	1551423	10/14/05	191	\$104.50
Total Conferences:	1		191	\$104.50

PAC: Reference Number

Owner Name	Conference	Date	Minutes	Conf Charge
Towler, Steven	Web Usage Report			\$200.00
Federal, State & Local Taxes and Fees				\$12.00
Total Conferences:	0		0	\$212.00

PAC: pjr-5270

Owner Name	Conference	Date	Minutes	Conf Charge
Roberts 1, Nathan	1767150	10/21/05	161	\$89.48
Total Conferences:	1		161	\$89.48