



Invoice date (Y-M-D) 2017-03-13
Customer number 1234567
Invoice number 999999999
Customer ref. 1 Store 5
Customer ref. 2 RC012012

ABC COMPANY
ATTN JOHN SMITH
123 ABC STREET
OTTAWA ON K1A 0B1

Contact us

General inquiries | Tracking
1-866-607-6301
Questions about your invoice/account
1-800-267-7651
cmg@canadapost.ca
canadapost.ca/billing

Summary of charges

Total amount of this invoice \$95,470.08
Your payment is due by (Y-M-D) 2017-03-28

Important message
(page 2)

Table with 6 columns: Description, Subtotal, GST, HST (page 2), QST, Total. Rows include Lettermail, Neighbourhood Mail, Personalized Mail, Publications Mail, and a Total row.

Advertisement for FlexDelivery with a map icon and text: 'Have you tried FlexDelivery? It allows you to have packages delivered to a post office of your choice. It's convenient, secure and free. Use it when you need it. canadapost.ca'

Canada Post registration nos.: HST/GST 119321495; QST 1006393299 TM Trademark of Canada Post Corporation

Return this slip with your payment



Customer number 1234567
Invoice number 999999999

Amount due \$95,470.08
Due date (Y-M-D) 2017-03-28

Table with 2 columns: Payment terms (The net amount is due in 15 days from the invoice date...) and Amount paid (\$).

CANADA POST CORPORATION
PAYMENT PROCESSING
2701 RIVERSIDE DR
OTTAWA ON K1A 1L7

ABC COMPANY
ATTN JOHN SMITH
123 ABC STREET
OTTAWA ON K1A 0B1

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**HST details**

HST Man.	1,745.48	HST Ont.	4,835.31		
HST N.S.	4,114.27				

**Total HST \$10,685.06**

**How to pay your invoice**

Use one of the following methods of payment:

- **preauthorized bank payment;**
- **preauthorized credit card payment**, with Canada Post approval;
- **online payment** under **Manage My Accounts;**
- **electronic funds transfer** (contact the Credit Management Group);
- **cheque or money order** payable to Canada Post Corporation; to ensure payment is applied to your account, provide the invoice remittance slip with your customer number on the cheque or money order.

**Additional information**

- Invoice discrepancies must be communicated to Canada Post within 90 days of the invoice date, after which the invoice will be deemed accepted by you.
- Canada Post reserves the right to charge additional fees; you can request the list of them from the Credit Management Group.
- Past due invoices are subject to a late payment fee, which is calculated at a rate of 1.5% per month (18% per year); Canada Post may amend this rate at any time.
- All invoices and their payments are in Canadian dollars only.
- Refer to Customer Guides for details on terms and conditions.

**Important message**

This is your invoice, with some improvements. In our ongoing effort to serve you better, we made changes for you to more easily understand your charges and tailor your invoice to better suit your needs. These changes have not affected your services or their cost.

**What has changed?** See details at [canadapost.ca/billing](http://canadapost.ca/billing).

**Sign up to receive your invoices and statement of account electronically**

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Email \_\_\_\_\_

**Select all that apply:**

- PDF** – Email notification with a link to your invoice summary or details
- Data** – Email notification with invoice details in TXT format
- No printed invoices and statement of account** (prime or billing contact only)

Signature \_\_\_\_\_

Customer number **1234567**

Company name **XYZ Company**

## Your details

### Items shipped from 456 XYZ STREET MISSISSAUGA ON L5N 8G6

Order date (Y-M-D)/ Order no.	Reference	Number of items	Weight (g)/ item	Price/item	Weight price	Service description	Amount
<b>Lettermail</b>							
2017-02-08 C123456789 Customer reference	Cost centre	40,176	30.00	0.740		Lettermail – Machineable S/L	29,730.24
		165	50.00	0.980		Lettermail – Machineable S/L	161.70
		835		0.690		– Phantom adjustment	576.15
		16	100.00	1.710		Other letters	27.36
		1	200.00	2.770		Other letters	2.77
		2	300.00	3.890		Other letters	7.78
		2		0.750		– Do not forward	1.50
		2	400.00	4.420		Other letters	8.84
		63	30.00	1.190		USA Letter-post Standard (S/L)	74.97
		17	30.00	2.360		Int. Letter-post Standard (S/L)	40.12
		1706		0.050		Address accuracy adjustment	85.30
						<b>Subtotal</b>	<b>30,716.73</b>
	Mailed by: Chase Inc. Agreement no. 12345678					HST (Ont.)	3,993.17
						<b>Total</b>	<b>\$34,709.90</b>
2017-02-12 C123456789 Customer reference	Cost centre	7,566	30.00	0.740		Lettermail – Machineable S/L	5,598.84
		62	50.00	0.980		Lettermail – Machineable S/L	60.76
		581	30.00	0.740		Lettermail – Machineable S/L	429.94
		9	50.00	0.980		Lettermail – Machineable S/L	8.82
		8,218		0.010		Do not forward	82.18
		2	100.00	1.710		Other letters	3.42
		2	200.00	2.770		Other letters	5.54
		1	300.00	3.890		Other letters	3.89
		2	400.00	4.420		Other letters	8.84
						<b>Subtotal</b>	<b>6,202.23</b>
	Mailed by: Chase Inc. Agreement no. 12345678					HST (Ont.)	806.29
						<b>Total</b>	<b>\$7,008.52</b>
2017-02-13 C123456789 Customer reference	Cost centre	621	30.00	0.800		Standard letters	496.80
		17	30.00	1.190		USA Letter-post Standard (S/L)	20.23
						<b>Subtotal</b>	<b>517.03</b>
	Mailed by: QSEM Company Agreement no. 12345678					HST (Ont.)	25.85
						<b>Total</b>	<b>\$542.88</b>
2017-02-15 C123456789 Customer reference	Cost centre	103	30.00	0.800		Standard letters	82.40
		5	100.00	1.710		Other letters	8.55
		8	200.00	2.770		Other letters	22.16
		22	300.00	3.890		Other letters	85.58
		3	400.00	4.420		Other letters	13.26
		8	500.00	4.740		Other letters	37.92
		227	30.00	1.190		USA Letter-post Standard (S/L)	270.13
		1	200.00	4.850		USA other Letter-post	4.85
		2	30.00	2.360		Int. Letter-post Standard (S/L)	4.72
						<b>Subtotal</b>	<b>529.57</b>
	Mailed by: Wisechoice Agreement no. 12345678					GST	26.48
						<b>Total</b>	<b>556.05</b>
<b>Total number of items</b>		<b>60,436</b>				<b>Lettermail</b>	<b>\$42,817.35</b>

### Neighbourhood Mail

2017-02-12 C123456789 Customer reference	Cost centre	10,420	5.00	0.120		Neighb MI Std	1,198.30
						<b>Subtotal</b>	<b>1,198.30</b>
	Mailed by: Media Agreement no. 12345678					GST	59.92
						<b>Total</b>	<b>\$1,258.22</b>
2017-02-08 C123456789 Customer reference	Cost centre	74	551.00	0.197	0.0017	Neighb MI O/S	71.31
		74	551.00	0.010		Neighb MI Transp Fee	0.74
						SMB savings	-5.04
						Partnership discount	-4.87
						CPC promotion disc	-3.56
						<b>Subtotal</b>	<b>58.58</b>
	Mailed by: Media Agreement no. 12345678					HST (Man.)	7.61
						<b>Total</b>	<b>\$66.19</b>



Page 4 of 4 Invoice date (Y-M-D) **2017-03-13**  
 Customer number **1234567**  
 Invoice number **999999999**  
 Customer ref. 1 **Store 5**  
 Customer ref. 2 **RC012012**

Order date (Y-M-D)/ Order no.	Reference	Number of items	Weight (g)/ item	Price/item	Weight price	Service description	Amount
2017-02-14	Cost centre	36,483	135.00	0.274	0.0024	Neighb MI Std	13,061.91
C123456789		36,483	135.00	0.010		Neighb MI Transp Fee	364.83
Customer reference						<b>Subtotal</b>	<b>13,426.74</b>
						HST (Man.)	1,745.48
						<b>Total</b>	<b>\$15,172.22</b>
<b>Total number of items</b>		<b>46,977</b>				<b>Neighbourhood Mail</b>	<b>\$16,496.63</b>

### Personalized Mail

2017-02-15	Cost centre	1,150	10.00	0.460		Persld MI Machineable Std	529.00
Customer reference						<b>Subtotal</b>	<b>529.00</b>
	Mailed by: Prairie					GST	26.45
	Agreement no. 12345678					<b>Total</b>	<b>\$555.45</b>
2017-02-16	Cost centre	1,495	15.00	0.460		Persld MI Machineable Std	687.70
C123456789		1,495	0.00	0.010		Return postage guar	14.95
Customer reference						<b>Subtotal</b>	<b>702.65</b>
	Mailed by: Prairie					GST	35.13
	Agreement no. 12345678					<b>Total</b>	<b>\$737.78</b>
2017-02-17	Cost centre	98	68.00	0.690	0.0034	Persld MI Machineable O/S	73.62
C123456789		402	67.00	0.690	0.0034	Persld MI Machineable O/S	300.62
Customer reference						<b>Subtotal</b>	<b>374.24</b>
	Mailed by: Prairie					HST (N.S.)	48.65
	Agreement no. 12345678					<b>Total</b>	<b>\$422.89</b>
<b>Total number of items</b>		<b>3,145</b>				<b>Personalized Mail</b>	<b>\$1,716.12</b>

### Publications Mail

2017-02-11	Cost centre	58,417	15.00	0.460		Pubs Machineable Std	26,871.82
C123456789	Title publication mail	505	18.00	0.460		Pubs Machineable O/S	232.30
Customer reference	Issue date 2017-02-11					<b>Subtotal</b>	<b>27,104.12</b>
	Mailed by: Prairie					HST (N.S.)	4,065.62
	Agreement no. 12345678					<b>Total</b>	<b>\$31,169.74</b>
2017-02-12	Cost centre	3,375	105.00	0.530		Pubs Special Hndl DMD locl	1,788.75
C123456789	Title publication mail	233	105.00	0.530		Pubs Special Hndl DF locl	123.49
Customer reference	Issue date 2017-02-12	57	105.00	0.560		Pubs Special Hndl DMD Regl	31.92
		111	105.00	0.560		Pubs Special Hndl DF Regl	62.16
		64	105.00	0.560		Pubs Special Hndl DCF Regl	35.84
		7	105.00	0.560		Pubs Special Hndl FCP Regl	3.92
		28	105.00	0.590		Pubs Special Hndl DF Natl	16.52
		14	105.00	0.590		Pubs Special Hndl Res Natl	8.26
		38	105.00	0.590		Pubs Special Hndl FCP Natl	22.42
						<b>Subtotal</b>	<b>2,093.28</b>
	Mailed by: Prairie					GST	104.66
	Agreement no. 12345678					<b>Total</b>	<b>\$2,197.94</b>
2017-02-14	Cost centre	1,287	86.50	0.730		Pubs Machineable O/S	939.51
C123456789	Title publication mail					<b>Subtotal</b>	<b>939.51</b>
Customer reference	Issue date 2017-02-14					GST	46.98
	Mailed by: Automatic					QST	93.72
	Agreement no. 12345678					<b>Total</b>	<b>\$1,080.20</b>
<b>Total number of items</b>		<b>64,136</b>				<b>Publications Mail</b>	<b>\$34,447.88</b>

Thank you for your business.