



INVOICE

Company ID: 422525 **Invoice #:** 200240 **Date:** Aug 31, 2012

EXAMPLE COMPANY - 422525

123 TEST Blvd Suite 1800

Miami, FL 33132
USA

Terms:	CREDIT CARD
Current Charges:	\$0.00
Amount Past Due:	\$0.00
Total Due:	\$0.00

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

Mail Remittance To:
Unite Conferencing
334 Cornelia St
Plattsburgh, NY 12901
or
Unite Conferencing
3910 St-Charles Blvd, Suite 202-B
Montreal, QC H9H 3C9

Tear here and submit top portion with payment

IF PAYING BY A NEW CREDIT CARD, PLEASE FAX THIS COMPLETE PAGE TO ACCOUNTS RECEIVABLE AT 888-626-5350

Bill My:
(check one)



Name _____

Signature _____

Credit Card Number

Expires Amount \$ _____

Credit Card Billing Address _____

Would you like to charge your account monthly?

Yes No

If Yes, your account will be charged automatically during months that you have usage.

EXAMPLE COMPANY - 422525

123 TEST Blvd Suite 1800

Miami, FL 33132
USA

Type	Date	Number	Account	Amount	Balance
					0.00
Invoice	2012-06-07	200046	11001 · Accounts Receivable - USD	38.63	38.63
Invoice	2012-06-30	200100	11001 · Accounts Receivable - USD	5.52	44.15
Invoice	2012-07-31	200173	11001 · Accounts Receivable - USD	17.62	61.77
Payment	2012-08-27	164186	11001 · Accounts Receivable - USD	-61.77	0.00
Invoice	2012-08-31	200240	11001 · Accounts Receivable - USD	4.06	4.06
Payment	2012-09-04	200240	11001 · Accounts Receivable - USD	-4.06	0.00

To Our Valued Clients,

We, at Unite Conferencing, have been working tirelessly to further improve your customer experience.

Recent News

Unite Conferencing will be releasing training videos over the upcoming weeks on our new YouTube Channel, visit us there at: <http://www.youtube.com/channel/UCZEwJndnEk7jed0vFT0RqVg?feature=mhee>

A new version of our website was released July 2nd, 2012 so please take a moment to have a look at www.uniteconferencing.com

Unite Conferencing has gone social, now you can "Like Us" on Facebook - <https://www.facebook.com/uniteconferencing> and follow us on Twitter - <https://twitter.com/#!/UniteConf>

Recent Changes to our Invoices include:

- > Improved look and feel
- > Integrated Statement of Account
- > Remittance Form
- > Section to update Credit Card on File
- > A Product and Service Updates Page
- > A Legal Information Page
- > Cost Center/ Billing Code Displayed for Customers that have this feature enabled
- > Call details are now also available in .xls format for your convenience

We hope you find these changes helpful. Additional enhancements will be offered in the coming months.

Coming Soon!

Unite Conferencing will soon have a Online Portal to view your invoices. Stay tuned in late Q4!

General Information to Note:

- > All calls are rounded to the next minute on a per participant basis and rounded to the nearest whole cent.
- > All invoices are payable in USD\$.
- > Both Invoice and Credit Card Customers are charged at the end of the billing cycle for all charges incurred.
- > Unite Conferencing, Inc. reserves the right to impose a late payment charge of 1.5% per month (18% per annum) calculated from past due date.
- > Unite Conferencing, Inc. reserves the right to impose a declined Credit Card charge of \$25.00, should payment not be processed by your financial institution (this includes expired cards, non sufficient funds, etc).
- > Unite Conferencing, Inc. reserves the right to impose a charge of \$42.50 for all NSF cheques returned to us for non-sufficient funds.

By ordering or using services provided by or offered through Unite Conferencing, Inc. you agree to be bound by the Terms and Conditions set forth at:

<http://www.unite-conferencing.com/Terms-and-Conditions/terms-and-conditions.html>

OR If an alternative is applicable, a written (service) agreement executed by you and Unite Conferencing, Inc.

Further, you agree to be charged for the services at rates negotiated by you and agreed to by Unite Conferencing, Inc. All other services will be charged at Unite Conferencing, Inc. standard rates.

You may obtain standard rates by contacting our Support Department at: support@uniteconferencing.com

If you do not agree with the above, do not use the services.

Start	Finish	Participant	Code	Description	Units	Rate	Amount
7:59	8:14	Participant 1, 1234567891	L8R	Easy-Access Reservationless (Toll Free)	16	0.089	1.424
7:59	8:14	Participant 2, 3211234567	L8R	Easy-Access Reservationless (Toll Free)	16	0.089	1.424

Conference ID	Chairperson	Cost Centre	Date	Total Units/Minutes	Total Charges
232325175	TESTER, JOHN		08/14/2012	32	2.84

Start	Finish	Participant	Code	Description	Units	Rate	Amount
8:19	8:22	Participant 2, 9411234567	L8R	Easy-Access Reservationless (Toll Free)	3	0.089	0.267
8:22	8:25	Participant 3, 3211234567	L8R	Easy-Access Reservationless (Toll Free)	4	0.089	0.356
8:23	8:31	Participant 4, 9412223333	L8R	Easy-Access Reservationless (Toll Free)	8	0.089	0.712

Conference ID	Chairperson	Cost Centre	Date	Total Units/Minutes	Total Charges
232325352	TESTER, JOHN		08/16/2012	15	1.34

Conferences: Total Units:	47	Total call charges:	4.18
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Sub Total	4.18
Grand Total	4.18

Cost Centre / Billing Account Sub-Totals (net)

Chairperson Sub-Totals (net)

TESTER, JOHN	4.183
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