### XEROX RENTAL INVOICE EXAMPLE

#### Direct Inquiries and Correspondence To:
Xerox CORPORATION
PUBLIC SECTOR
CUSTOM BUSINESS CENTER
800 CARILLON PARKWAY
ST. PETERSBURG, FL 33716

**telephone:** 888-435-6333

### THE EASY WAY TO ORDER SUPPLIES
CALL OUR TOLL FREE NUMBER
**1-800-022-2200**

### Terms and Conditions of Payment
- **Purchase Order Number:**
- **Special Reference:**
- **Contract Number:**
- **NET 30**

#### Bill To:
ABC COMPANY
ANYWHERE, USA 12345

#### Ship To/Installed At:
ABC COMPANY
ANYWHERE, USA 12345

### Displays base billing amount and period of time base is being charged
- **Invoice Date:** 01/01/2022
- **Invoice Number:** 999999999
- **Customer Number:** 999999999

### General Account Information
- **ESP = Enhanced Service Charges:** charges for customized level of response time for technical service
- **MRC = Meter Response Charges:** charge for extended hours of technical service availability (e.g., 24X7, weekend service, etc.)
- **P/D = Premium or Discount:** negotiated service discount or premium charge for service (e.g., service on equipment past the period of assured availability)

### Accessories on machines that are billed separately. If there is a charge, the dates for the period are reflected along with the charges. If the accessory charge is included in the mainframe charges, **INCL** will be displayed.

### Number of prints included in base billing prior to billing excess meter charges (specific according to Terms & Conditions of contract)

<table>
<thead>
<tr>
<th>Accessory/Feature</th>
<th>Charges</th>
<th>Dates</th>
<th>Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Number of total prints in the billing period less contract allowance

<table>
<thead>
<tr>
<th>Meter Usage</th>
<th>Prints</th>
<th>Total Prints</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-01-01 TO 12-30-01</td>
<td>288019</td>
<td>296833</td>
</tr>
</tbody>
</table>
| 01-01-02        | 18014

### Specific number of days calculated for allowance

| **BASE BILLING FOR 03 MONTHS** | 11550 |
| **ALLOWANCE PRORATED FOR 099 DAYS** | 00.00 |

### Number of months being billed for base charges on the invoice

| **TOTAL OF INVOICE PAY ACCORDING TO METER USAGE BILLED** | 1009.80 |

### Number of months being billed for base charges on the invoice

<table>
<thead>
<tr>
<th><strong>P.O. BOX 802585</strong></th>
<th><strong>CHICAGO, IL 60660-2555</strong></th>
</tr>
</thead>
</table>

### Specific number of days for offering of service

<table>
<thead>
<tr>
<th><strong>PLEASE PAY THIS AMOUNT:</strong></th>
<th>$1,009.80</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01/14/02</strong></td>
<td><strong>ZM060</strong></td>
</tr>
</tbody>
</table>

#### The Document Company

XEROX