

Lease Invoice Sample (Page 1 of 1)

Account number/ Numéro de compte: 0013212345  
 Account name/ Nom de compte: Company Name

**1 Lease invoice# / N° de facture de location-bail 32022123456**  
 The date the invoice was generated. → **28-October-2022**

**2 SUMMARY OF YOUR CHARGES / RÉSUMÉ DE VOS FRAIS**

Leasing charges	\$563.28
ValueMAX® charges	\$29.16
Total GST/ HST	\$88.86
<b>TOTAL DUE CAD/ 1-Dec-2022</b>	<b>\$681.30</b>
<b>MONTANT TOTAL EXIGIBLE CAD</b>	<b>\$681.30</b>

See reverse side for invoice details and explanation of invoice terms. / Voir au verso les détails de la facture et l'explication des termes utilisés.

**PAYMENT INFORMATION / INFORMATION RELATIVE AU PAIEMENT**

Payment of \$681.30 is due by 01-Dec-2022

Pay online [en.pitneybowes.ca/signin](http://en.pitneybowes.ca/signin)
 Pay by mail with attached stub

**Questions on your invoice?**

- Please see the line item details on the following pages.
- Or you can call Client Service at 800 672-6937

**Additional important information follows the invoice details.**

**Manage your account online for 24/7 access to view and pay bills**

- Receive your invoices and statements by email.
- Ensure on time payments by signing up for automatic payments.

It's efficient, easy, secure and the best part about it – there's no extra charge.

Get started at [en.pitneybowes.ca/signin](http://en.pitneybowes.ca/signin)

**3**

To pay by mail, complete and mail the stub below. Please allow 7-10 business days for mail and processing time.

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DUE DATE: DATE D'ÉCHÉANCE:	INVOICE DATE: DATE DE FACTURATION:	TOTAL CURRENT GST/HST: TOTAL DE LA TPS/TVH COURANTE:	CUSTOMER NO.: N° DU CLIENT:	INVOICE NO.: N° DE FACTURE:	PAY THIS AMOUNT: PAVEZ CE MONTANT:
01-Dec-2022	28-Oct-2022	88,86	0013212345	32022123456	\$681.30

Use enclosed envelope and make payment to / Veuillez utiliser l'enveloppe ci-jointe et faire votre paiement à

**Pitney Bowes Leasing**

Company Name  
123 Smith Street  
Toronto  
Ontario, M4Y 1Z4

P.O. BOX 278  
ORANGEVILLE ON L9W 2Z7

PLEASE INDICATE AMOUNT PAID / VEUILLEZ INDICUER LE MONTANT PAYÉ

3000 0013246131 0 3202078979 1 000068130 08

The date the invoice was generated.

A summary of all charges on the invoice.

The payee name and address are provided on the invoice payment coupon. Include the payment coupon when paying by check.

Lease Invoice Sample (Page 2 of 2)

pitney bowes Invoice Date/ Date de facturation: 28-Oct-2022  
 Account #/ Numéro de compte: 0013246131 Invoice #/ N° de facture: 3202078979

**4**

**DETAILS OF YOUR CHARGES**

Contract # 0013212345 ← a Billing period: 01-Dec-2022 - 28-Feb-2023 Totals

Location account: 0013212345 ← b  
 Location: Company Name, 123 Smith Street, Toronto, Canada, M4Y1Z4

Description	Total
Leased Equipment	\$37.10
DM100i Postage Meter - Canada	\$121.45
Product/Serial #: P7EC / 1991234	
DM100i Postage Meter - Canada	
	GST/ HST \$23.78
<b>Contract # 0030090225 Total \$182.33</b>	

Contract # 0013211223 Billing period: 01-Dec-2022 - 28-Feb-2023

Location account: 0013211223  
 Location: Company Name, 112 Williams Lane, Toronto, Canada, M4Y1Z4

Description	Total
DM100i Postage Meter - Canada	\$121.45
Product/Serial #: P7EC / 1991234	
DM100i Postage Meter - Canada	
	GST/ HST \$37.10
<b>Contract # 0030090521 Total \$182.33</b>	

The details of the charges for any contracts billed on the account. If there are multiple contracts billed under one lease each location will be detailed individually.

**A** The start of each section displays the contract number.

**B** If you have multiple sites under one contract they will be broken out into sub sections. The start of Each sub-section displays the location account number.