

How to read your invoice

Please refer to the sample invoice shown below and match the indicated numbers with the descriptions provided here.

No.	Description
❶	Invoice number.
❷	Date of the invoice.
❸	To whom the invoice is addressed.
❹	Transaction date, format YYYYMMDD. (Due to formatting limitations, in text-only based invoices, the date is truncated to YYMMDD)
❺	Description of the transaction: If the transaction covers a period of time, then it is preceeded with <YYYYMMDD–yyyymmdd>, where: • YYYYMMDD represents the starting date of the period of time. (example 20010601 represents June 1, 2001). • yyyymmdd represents the ending date of the period of time. (example 20010630 represents June 30, 2001).
❻	Tax code for the transaction (+1 = GST, +4 = QST), for example GST+QST = 5.
❼	Amount of the transaction a) If the letters CR appear immediately to the right of the amount, this indicates a credit in the form of a payment received. b) If the amount is negative, this indicates a credit to your account by PubNIX, for example in the event of a correction to the invoice. c) If the amount is negative and CR appears to the right of the amount , this indicates a payment reversal, for example in the case of a dishonoured cheque.
❽	Subtotal before taxes, excluding any credit items.
❾	Amount of the GST calculated on all taxable transactions where indicated by the tax code.
❶	Amount of the QST calculated on all taxable transactions where indicated by the tax code.
❷	Total including all taxes for the listed transactions, and excluding any credit items.
❸	Unpaid balance from the previous invoice (if applicable), and payable immediately if no payments have been received since the previous invoice.
❹	Total of all credit items (eg. payments received) that appear in the transactions portion of the invoice.
❺	Total to be paid calculated by adding the new taxed transactions ❷ to the unpaid balance ❸ and subtracting the payments received before the indicated date ❹.
❻	Notes & information regarding the invoice.

PubNIX Inc.

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BILL TO:

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Account Number: 110

1 Invoice No. 18722**2** Date 2001-06-29

DATE 4	DESCRIPTION 5	TAX 6	\$ AMOUNT 7
20010615	Payment #1234 - Thank you		34.45 CR
20010701	<20010601-20010630> WWW Data served for www.12345quebec.com (59.14mb)	5	0.00
20010701	<20010701-20010731> PPP Access 40h	5	14.95
20010701	<20010701-20010731> WWW Site hosting (www.12345quebec.com (10MB disk / 1GB xfer))	5	15.00
8 Subtotal			29.95
9 + GST @ 7.00% 881077424			2.10
1 + QST @ 7.50% 1023027701			2.40
2 = Total			34.45
3 + Balance Outsanding, Payable Immediately			34.45
4 - Payments received before 2001-06-27			34.45
5 = Amount due			34.45

6 INFORMATION

- Please see <http://www.pubnix.net/pubnix/news.html> for news about exciting new services we are offering.
- Please make your check or money order payable to **PubNIX Inc.**
- Your PubNIX account number must appear on your payment
- For any questions, comments, suggestions, or corrections concerning this invoice, please email: invoice@pubnix.net or contact our customer service department at (514) 990-5911.