



# Understanding Your Invoice

To assist with any questions you may have regarding your invoice, the below sample explains the various sections that could appear on your invoice. The data contained in this sample is fictitious & for demonstration purposes only. It does not represent actual client data.

## STORAGE

This category covers the number of items (both item count & cubic feet) you have in storage & any new items you have added to storage during the month being invoiced.

'Item Count' is the physical amount of items you have in storage.

'Quantity' relates to the total cubic feet in storage.

'Amount' is calculated by multiplying the 'Quantity' by the 'Rate'.

Per the invoice sample:

Rate per cubic foot = £0.30

Item Count = 4,290

Cubic foot = 5,362.50

(at 1.25 cubic feet per item)

Month = June - 30 days

Amount:

£0.30 x 5,362.50 = 1,608.75

Storage charge is based on a 30 day month. Therefore, the rate varies depending on the month being invoiced.

OASIS		Offsite Archive Storage&Integrated Services UK Ltd			Invoice	
Information Secured		Quadrant 1, Homefield Road Haverhill, Suffolk CB9 8QP +44 1440 760 190 accounts.uk@oasisgroup.com			Date: 30/06/2017 Invoice #: 123456 Customer #: OAS112	
Company Attn: John Doe 123 Record Road 123 456 UK		Payable this Invoice: £ 3,988.98				
		Total Amount Outstanding £ 3,988.98				
SERVICE DESCRIPTION	Item Count	RATE	QUANTITY	VAT	AMOUNT	
<b>STORAGE</b>						
Storage Period: 01/06/2017 - 30/06/2017						
NEW STORAGE	100.00	0.3000	125.00	Y	37.50	
Standard Archive Box	4,290.00	0.3000	5362.50	Y	1,608.75	
<b>SERVICES</b>						
Add New Box		2.0000	98.00	Y	196.00	
Add New File		0.7000	987.00	Y	660.90	
<b>TRANSPORTATION</b>						
Weekly Scheduled Delivery Charge		170.0000	2.00	Y	340.00	
Delivery outside normal schedule		12.0000	8.00	Y	16.00	
<b>MISCELLANEOUS</b>						
Scanning Services		0.3500	50.00	Y	17.50	
Service - Destruction Console/Sack		5.0000	40.00	Y	200.00	
<b>PRODUCT SALES</b>						
OASIS Jumbo Box		3.0000	10.00	Y	30.00	
OASIS Standard Box		2.5000	75.00	Y	187.50	
<b>SUB-TOTAL</b>					<b>£3,324.15</b>	
<b>VAT 20%</b>					<b>£664.83</b>	
<b>INVOICE TOTAL</b>					<b>£3,988.98</b>	
Account: 10239556 Sort Code: 16-29-25 VAT #: 931 579211						

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### SERVICES

This category lists the activities requested during the invoiced month.

### TRANSPORTATION

This category covers all delivery activity.

### MISCELLANEOUS

This category covers additional ancillary services.

### PRODUCT SALES

This category covers material purchases.

The invoice notes the price (rate) & the quantity.

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