

Your Propane Company
123 Main Street
Anytown, US 12345
XXX-XXX-XXXX
www.xxxxxx.com

HOW TO READ YOUR BUDGET STATEMENT

1 ACCOUNT NUMBER: 999999999

INVOICE NO: 99999999

3 INVOICE DATE: XX/XX/XX

INVOICE AMT DUE: \$115.50

NAME: VALUED CUSTOMER
SERVICE ADDRESS: ADDRESS LINE 1
ADDRESS LINE 2
CITY, ST, ZIP CODE

2 DUE DATE: XX/XX/XX

5

Previous Balance	Payments	Adjustments/Credits	New Charges	Account Balance Due	Minimum Amount Due
\$100.00	-\$100.00	\$0.00	\$115.50	\$0.00	\$XX.XX

6 ACCOUNT ACTIVITY

Date	Ref#	Description	Quantity	Price	Amount
XX/XX/XX	999999999	Propane	XX	\$X.XXX/gal	\$100.00
		HazMat Fee-T			\$5.00
		Fuel Recovery Fee-T			\$5.00
		Tax			\$5.50

MONTHLY BUDGET PAYMENT DUE

\$XX.XX

7 Please pay Monthly Budget Payment amount listed under Minimum Amount Due above

This is your settlement invoice. Please pay the Minimum Amount Due (shown above) in order to continue on your new plan year. Your Smart Pay Contract renewed on XX/XX/XX. Your new monthly payment amount will be \$XX.XX.

MESSAGES

Your safety is our priority! For helpful tips for a worry-free winter, visit the Consumer Safety Info. section of our website. We periodically review and revise our standard Terms & Conditions. Visit our company website to read the T&C that apply. Automatic delivery has its advantages! If you run out of gas, we'll credit your account \$25! Certain restrictions apply. Earn \$100 for new residential customer referrals and \$150 when you refer a new business. Visit our company website to learn how. No more checks or postage fees with our free AutoPay service! Visit the online billing site below to enroll.

8 Contact Us: Billing, Service & Delivery: XXX-XXX-XXXX
Pay Online or Enroll in our Automatic Payment program: www.xxxxxx.com

THANK YOU FOR YOUR BUSINESS!

Account No.	Invoice No.	Invoice Date	Due Date	Min Amount Due
999999999	999999999	XX/XX/XX	XX/XX/XX	\$XX.XX

9 TOTAL AMOUNT ENCLOSED \$

Please return this portion with your payment

10 Account or user address change?
If yes, please check box and complete reverse side.

11 REMIT TO
PO BOX 123
ANYTOWN US 12345-6789

YOUR PROPANE COMPANY
123 MAIN STREET
ANYTOWN, US 12345

90 FG 1 B 1 1 A 10081 10081 **5 DGT

VALUED CUSTOMER
ADDRESS LINE 1
ADDRESS LINE 2
CITY, ST, ZIP CODE



12345678900000000123456000000144488

12 (SEE REVERSE SIDE -->)

BUDGET STATEMENT GUIDE

- 1 Account Number: Your account number for reference and account inquiries.
- 2 Due Date: Date your payment must be received by your propane company. Payments received after this date are subject to a late charge.
- 3 Invoice Date: The date this invoice was prepared. Payments received or services rendered after this date are not reflected on this invoice.
- 4 Service Address: the location where propane was delivered and/or propane services were received.
- 5 Account Information Box: Provides an overview of account activity
 - a. **Previous Balance:** The account balance amount from your last invoice.
 - b. **Payments:** Any payment made since your last invoice. Please note this amount only reflects payments received as of the invoice date.
 - c. **Adjustments/Credits:** Any adjustment to your account such as credits, coupons, or late fees.
 - d. **New Charges:** The new charges to your account from a delivery, service, or installation. Details of the amount listed in the new charges box can be found under the Account Activity section.
 - e. **Account Balance Due:** The total outstanding balance on your account. This amount includes previously billed amounts for which payment has not been received.
 - f. **Minimum Amount Due (Monthly Budget):** The minimum amount due on your account is your **Monthly Budget Payment** amount from your SmartPay or AmeriGuard contract.
- 6 Account Activity: Detail of charges for last delivery or service.
- 7 Important Messages: Messages regarding your account activity.
- 8 Contact Us & Payment Options Section: Contact information for your local office and our online billing and automatic payment information.
- 9 Total Amount Enclosed: enter the amount you are enclosing as payment. You do not have to complete or return this stub if you are paying online or by phone.
- 10 Address Correction: if your address has changed, check this box and update your information on the reverse side.
- 11 **Remittance Address: be sure this address shows through the window envelope.**
- 12 Reverse Side of Invoice: please review the reverse side of your invoice for important safety information, definitions and payment terms.