



### HST details

HST Man.	1,745.48	HST Ont.	4,825.32		
HST N.S.	4,114.27				
					<b>Total HST \$10,685.07</b>

<h4>How to pay your invoice</h4> <p>Use one of the following methods of payment:</p> <ul style="list-style-type: none"> <li>• <b>preauthorized bank payment;</b></li> <li>• <b>preauthorized credit card payment</b>, with Canada Post approval;</li> <li>• <b>online payment</b> under <b>Manage My Accounts;</b></li> <li>• <b>electronic funds transfer</b> (contact the Credit Management Group);</li> <li>• <b>cheque or money order</b> payable to Canada Post Corporation; to ensure payment is applied to your account, provide the invoice remittance slip with your customer number on the cheque or money order.</li> </ul>	<h4>Additional information</h4> <ul style="list-style-type: none"> <li>• Invoice discrepancies must be communicated to Canada Post within 90 days of the invoice date, after which the invoice will be deemed accepted by you.</li> <li>• Canada Post reserves the right to charge additional fees; you can request the list of them from the Credit Management Group.</li> <li>• Past due invoices are subject to a late payment fee, which is calculated at a rate of 1.5% per month (18% per year); Canada Post may amend this rate at any time.</li> <li>• All invoices and their payments are in Canadian dollars only.</li> <li>• Refer to Customer Guides for details on terms and conditions.</li> </ul>
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**Important message**

This is your invoice, with some improvements. In our ongoing effort to serve you better, we made changes for you to more easily understand your charges and tailor your invoice to better suit your needs. These changes have not affected your services or their cost.

**What has changed?** See details at [canadapost.ca/billing](http://canadapost.ca/billing).

## Sign up to receive your invoices and statement of account electronically

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Email \_\_\_\_\_

**Select all that apply:**

**PDF** – Email notification with a link to your invoice summary or details

**Data** – Email notification with invoice details in TXT format

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**No printed invoices and statement of account**  
 (prime or billing contact only)      Signature \_\_\_\_\_

## Your details

### Items shipped from 456 XYZ STREET MISSISSAUGA ON L5N 8G6

Order date (Y-M-D)	Order no.	Reference	Number of items	Subtotal (\$)	GST	HST	QST	Amount
<b>Lettermail</b>								
2017-02-08	C123456789 Customer reference	Cost centre Agreement #1234567890	42,985	30,716.73		3,993.17		34,709.90
2017-02-12	C123456789 Customer reference	Cost centre Agreement #1234567890	16,443	6,202.23		806.29		7,008.52
2017-02-13	C123456789 Customer reference	Cost centre Agreement #1234567890	638	517.03				517.03
2017-02-15	C123456789 Customer reference	Cost centre Agreement #1234567890	379	529.57	26.48			556.05
<b>Total Lettermail</b>			<b>60,436</b>	<b>\$37,965.56</b>	<b>\$26.48</b>	<b>\$4,799.46</b>		<b>\$42,791.50</b>
<b>Neighbourhood Mail</b>								
2017-02-12	C123456789 Customer reference	Cost centre Agreement #1234567890	10,420	1,198.30	59.92			1,258.22
2017-02-13	C123456789 Customer reference	Cost centre Agreement #1234567890	74	58.58		7.61		66.19
2017-02-14	C123456789 Customer reference	Cost centre Agreement #1234567890	36,483	13,426.74		1,745.48		15,172.22
<b>Total Neighbourhood Mail</b>			<b>46,977</b>	<b>\$14,683.62</b>	<b>\$59.92</b>	<b>\$1,745.78</b>		<b>\$16,488.72</b>
<b>Personalized Mail</b>								
2017-02-15	C123456789 Customer reference	Cost centre Agreement #1234567890	1,150	529.00	26.45			555.45
2017-02-16	C123456789 Customer reference	Cost centre Agreement #1234567890	1,495	702.65	35.13			737.78
2017-02-17	C123456789 Customer reference	Cost centre Agreement #1234567890	500	374.24		48.65		422.89
<b>Total Personalized Mail</b>			<b>3,145</b>	<b>\$1,605.89</b>	<b>\$61.58</b>	<b>\$48.65</b>		<b>\$1,716.12</b>
<b>Publications Mail</b>								
2017-02-11	C123456789 Customer reference	Cost centre Agreement #1234567890	58,922	27,104.12		4,065.62		31,169.74
2017-02-12	C123456789 Customer reference	Cost centre Agreement #1234567890	3,927	2,093.28	104.66			2,197.94
2017-02-14	C123456789 Customer reference	Cost centre Agreement #1234567890	1,287	939.51	46.98		93.72	1,080.20
<b>Total Publications Mail</b>			<b>64,136</b>	<b>\$30,136.91</b>	<b>\$151.64</b>	<b>\$4,065.62</b>	<b>\$93.72</b>	<b>\$34,447.88</b>

Thank you for your business.