

City of Cambridge50 Dickson St., P.O. Box 669
Cambridge, ON, N1R 5W8
Canada

Telephone: 623 1340

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STATEMENT

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To:
XYZ COMPANY
99 STREET NAME
CAMBRIDGE ONDate: APR 30, 2011
Customer Number → XYZ0099
Statement of Accounts For
XYZ Company

InvlChq/M	Type	Date	Job	Original Amount	Discount	Retainage	Outstanding Amount	Outstanding Retainage
INV099999	Invoice	JAN 1, 2011		1,000.00	0.00	0.00	1,020.00	0.00
1499999	Fin. Charge	MAR 31, 2011		20.00				

Invoice Number → 1499999 Finance charge of 2% per month for overdue payment Total amount owing on invoice, including finance charge → 1,020.00

You may also pay your invoice(s) in the following ways:

2. Via Mail

Mail a cheque or money order payable to the City of Cambridge to:

City of Cambridge
Finance – 4th Floor
PO Box 669
Cambridge, ON N1R 5W8

3. In Person

Via cash, debit, cheque, money order, Visa or MasterCard at:

City of Cambridge
Cashier – 1st floor
50 Dickson Street
PO Box 669
Cambridge, ON N1R 5W8

Hours: 8:30am - 4:30pm Monday - Friday

4. Drop Box

You may also pay by cheque or money order and drop your payment in the night drop box on the Dickson Street side of the City Hall building at:

50 Dickson Street
Cambridge, ON N1R 5W8

Step by Step Instructions re: On-line Payment of Invoices

It is now possible to pay invoices issued by the City of Cambridge online. It is quick, easy, and secure. Users can pay their invoices anytime, 24 hours a day, 7 days a week (except for a maintenance period in which the online payment portion of the website will be down on **Tuesdays from 1-6AM**).

1. Enter the invoice number including alphabet at beginning of the number.
2. Enter the customer number including alphabet at beginning of the number.
3. Select the next button.
4. Review invoice details on-screen to ensure appropriate selection. Note, a 2% per month finance charge on overdue invoices will be included if applicable.
5. If more than one invoice to pay select "Add & pay another invoice" button. If only one invoice to pay, select "Add to cart".
6. Select check out now.
7. Enter credit type (Visa or MasterCard).
8. Enter credit card number.
9. Enter expiry date.
10. Select complete transaction.
11. Print receipt and save your receipt number.