

City of Cambridge Online Cemeteries Invoice Payments

You may pay your invoice online by Visa or MasterCard using the Online Cemeteries Invoice Payment System. You will be charged a \$1.00 transaction fee. This represents a convenience fee for using the service and to cover the expenses of the online payment service.

Be sure to have your invoice / sales reference number, as it is required to pay invoices online. For further information on where to find this number, please refer to sample invoices and account statements at the bottom of this instruction manual. If you do not know this number, please contact the Cemetery staff at (519) 623-1340 extension 4299.

Please note that your credit card may have a per-transaction and/or daily dollar limit. The online payment option allows you to pay a partial amount towards the invoice, in case the invoice total exceeds this limit. Please contact your credit card provider for more information on your limit.

Additionally, please note that on Tuesdays from 1-6AM, the online payment portion of the website will be down for regularly scheduled maintenance and payments are unable to be processed during this time.

1. Enter the invoice / sales reference number. For further information on where to find this number, please refer to sample invoices and account statements at the bottom of this instruction manual.
2. Select the next button.
3. Change the amount as needed if you are making a partial payment only. Then select "Add to cart".
4. Select check out now.
5. Enter credit type (Visa or MasterCard). 6. Enter credit card number.
7. Enter expiry date.
8. Select complete transaction.
9. Print receipt and save your receipt number.

Where to find the Invoice / Sales Reference Number on a Cemeteries Invoice:



C/O City of Cambridge

50 Dickson St
Cambridge, Ontario
P.O Box 669
N1R 5W8

Tel: 519-740-4681 ext 4299
Fax: 519-653-4850
www.cambridge.ca

Invoice

Tax Number: 123583528 RT

Licence #: 3307633-1

Customer Info:

Name: MICHAEL SCOTT
Address: 123 ROAD STREET
Cambridge, Ontario
A1B 2C3

Contact:

Sale Ref No: S004681

Sale Date: 4/6/2020

Sale Transaction Details:

Product Type	Product Name	Quantity	Unit Price	Price
<i>Setting of Markers</i>	Up to 12 Inches X 24 Inches	1	\$211.00	\$238.43

Sale Subtotal: \$211.00

Tax1HST: \$27.43

Sale Total: \$238.43

Sale Payments: Total Paid: \$0.00

Balance: \$238.43

Where to find the Invoice / Sales Reference Number on a Cemeteries Account Statement:



City of Cambridge
50 Dickson St, PO Box 669
Cambridge, ON N1R 5W8

Tel: 519-740-4681 ext 4299
Fax: 519-653-4850
www.cambridge.ca

MICHAEL SCOTT
123 ROAD STREET
Cambridge, Ontario
A1B 2C3

Contact:

Cemetery Account Statement

Tax Number: 123583528 RT

Licence #: 3307633-1

Sale Ref No: S004681

Sale Date: 4/6/2020

Balance owing: \$238.43

Sale Transaction Details:

Product Type / Date	Product Name	Quantity	Gross Price before Tax	Amount
Setting of Markers	Up to 12 Inches X 24 Inches	1	\$211.00	\$238.43

Sale Subtotal: \$211.00 Tax1HST: \$27.43

Balance owing: \$238.43