

UTILITY BILL STATEMENT

Utility Services Ltd.
123 Utility Ave., Sector 8
Metropolis, XY 45678
Phone: (555) 123-4567
Email: support@utilityservices.com

CUSTOMER INFORMATION

Customer Name:
John Doe
Account Number:
UC-00987654
Address:
55 Main St., Apt 3B, Metropolis, XY 45678
Contact Number:
(555) 246-1357
Billing Date:
June 10, 2024
Billing Period:
May 1, 2024 – May 31, 2024
Due Date:
June 25, 2024

USAGE & CHARGES

Description	Usage	Rate	Amount
Electricity	350 kWh	\$0.12 / kWh	\$42.00
Water	28 m ³	\$1.30 / m ³	\$36.40
Basic Service Fee	-	-	\$12.50
Tax & Surcharges	-	-	\$6.20
Total Amount Due			\$97.10

PAYMENT INFORMATION

Payment Method:
☐ Bank Transfer ☒ Credit Card ☐ Cash
Reference Number:
TRX7381943
Payment Status:
Unpaid

IMPORTANT NOTES

- Ensure this bill contains complete customer and account details for audit traceability.
- The bill must cover a clearly defined billing period with exact usage and rates.
- For auditing, payment records and method should be cross-referenced to transaction receipts.
- Confirm all calculations, particularly rates and taxes, for accuracy and compliance.
- Keep utility bills in original format (physical or electronic) for the required retention period.