

Office Utility Expense Bill

Bill Number: UT-2024-0011

Date of Issue: 2024-06-25

Office Name: Acme Corporation, Main Branch

Billing Period: June 2024

Prepared By: John Doe

Contact: johndoe@acme.com

Utility Type	Account Number	Period	Amount	Remarks
Electricity	EL-450123	01/06/2024 - 30/06/2024	\$800.00	
Water	WA-394830	01/06/2024 - 30/06/2024	\$120.50	
Internet	INET-22909	01/06/2024 - 30/06/2024	\$110.75	Business Package
Telephone	TEL-309285	01/06/2024 - 30/06/2024	\$65.25	

Total Amount Due: \$1,096.50

Important Notes:

- All expenses listed are for office utility consumption only and do not include personal or miscellaneous charges.
- Please verify all amounts and report discrepancies to the Admin Department within 7 days.
- Attach corresponding utility bills and receipts for record-keeping and auditing purposes.
- Ensure timely payments to avoid service interruptions and late fees.