

# Official Utility Bill Documentation

**Utility Provider:** City Electric & Water Co.  
**Address:** 123 Main Avenue, Downtown, Capital City  
**Phone:** (555) 234-5678 **Email:** billing@cityutility.com

**Billed To:** ABC Office Solutions Ltd.

**Account Number:** 98234567

**Claim Reference:** OFF-EXP-2024-001

## BILL DETAILS

<b>BILL NUMBER</b>	UB-202406-0932
<b>BILLING PERIOD</b>	01 Jun 2024 - 30 Jun 2024
<b>ISSUE DATE</b>	01 Jul 2024
<b>DUUE DATE</b>	15 Jul 2024
<b>SERVICE ADDRESS</b>	5th Floor, Unity Tower, Central Business District

## USAGE & CHARGES

UTILITY TYPE	USAGE	RATE	AMOUNT
Electricity	1200 kWh	USD 0.15 per kWh	USD 180.00
Water	300 m³	USD 0.80 per m³	USD 240.00
Sewerage	-	Fixed	USD 35.00
Other Fees	-	-	USD 12.00
<b>Subtotal</b>		USD 467.00	
<b>Taxes (10%)</b>		USD 46.70	
<b>Total Due</b>		<b>USD 513.70</b>	

## IMPORTANT NOTES:

- This document must be an official bill issued by a recognized utility provider.
- Ensure all details are clear, including account and service address.
- Submit fully paid and stamped copies whenever possible for office expense claims.
- Retain original copies in case of auditing or verification.
- Utility period should match the claim's eligible date range.