

# 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

BILL NUMBER	UB-202406-0932
BILLING PERIOD	01 Jun 2024 - 30 Jun 2024
ISSUE DATE	01 Jul 2024
DUE DATE	15 Jul 2024
SERVICE ADDRESS	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 m <sup>3</sup>	USD 0.80 per m <sup>3</sup>	USD 240.00
Sewerage	-	Fixed	USD 35.00
Other Fees	-	-	USD 12.00

Subtotal	USD 467.00
Taxes (10%)	USD 46.70
Total Due	USD 513.70

## 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 claimant's eligible date range.