

OFFICE UTILITIES INC.

123 Business Avenue
New City, 10001
Tel: (123) 456-7890
Email: billing@officeutilities.com

Utility Bill Statement

Bill Number	UTL-202400598
Billing Period	May 01, 2024 - May 31, 2024
Issue Date	June 01, 2024
Due Date	June 15, 2024

Account & Office Details

Account Name	ABC Consulting Pvt Ltd
Account Number	00789923456
Address	Suite 305, Technopark Plaza, New City, 10003
Contact Person	Jane Doe

Utility Charges

Description	Usage/Unit	Rate	Amount
Electricity	1200 kWh	\$0.15 / kWh	\$180.00
Water	40,000 Ltr	\$0.005 / Ltr	\$200.00
Internet	Corporate Plan (May 2024)	\$80.00 / month	\$80.00
Other Charges	-	-	\$10.00

Subtotal	\$470.00
Tax (5%)	\$23.50
Total Due	\$493.50

Payment Instructions: Please make payment by the due date via bank transfer or online portal.

Bank Account: Office Utilities Inc., Bank of City, AC No: 1234567890, IFSC: BOC1002345

Important Notes:

- Keep a copy of the bill for office expense tracking and audit purposes.
- All disputed charges must be notified within 7 days of bill receipt.
- Ensure timely payment to avoid late fees or service interruption.
- This document serves as proof of office utility expenses for official accounting and reimbursement.
- Contact customer service for account updates or any discrepancies.