

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.