



Invoice Total	315.60
Due Date	05/15/2016

Contract No.	061-0117556-000
Invoice No.	28453107
Invoice Date	04/15/2016

Customer Service inquiries, call 877-451-1731

**Important Information**

ATTN: ACCOUNTS PAYABLE –

WE HAVE MADE A CHANGE THAT MAY AFFECT THE REMIT TO ADDRESS ON YOUR INVOICE. PLEASE CONFIRM THAT THE REMIT TO ADDRESS ON YOUR INVOICE MATCHES THE ADDRESS IN YOUR AP SYSTEM AND ADJUST IF NECESSARY. THANK YOU

**Invoice Detail**

Contract Number Asset Description	Itemized Charge(s)	Amount Due	Sales Tax	Total Due
061-0117556-000 KONICA MINOLTA S/N A61F011020206 BIZHUB 364E 93 HIGHLAND AVE SOMERVILLE MA 02143 20160517-00	<b>PREVIOUSLY BILLED</b> PREVIOUSLY BILLED	157.80	0.00	157.80
	<b>CURRENT CHARGES</b> PAYMENT DUE 05/15/2016	157.80	0.00	157.80
<b>INVOICE TOTAL</b>		<b>315.60</b>	<b>0.00</b>	<b>315.60</b>

Please return this portion with your payment



Do not send PAYMENTS to this address  
RETURN ADDRESS ONLY  
P.O. Box 550599  
Jacksonville, FL 32255-0599

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SOMERVILLE, CITY OF  
ACCOUNTS PAYABLE  
93 HIGHLAND AVE  
SOMERVILLE MA 02143

SEND PAYMENTS TO:

|||||  
CIT  
21146 NETWORK PLACE  
CHICAGO IL 60673-1211

02000136 01002800 45310700 00000315604

For Customer Care Inquiries, email or call us:  
**US.custsvc@QDSontheweb.com**  
**877-451-1731**

For web access to your account, please go to [www.QDSontheweb.com](http://www.QDSontheweb.com) or call 877-451-1731 to use the Interactive Voice Response System, available 24 hours a day, seven days a week.

Use your customer or contract number located on the upper right area of your invoice to log in and enjoy these benefits:

#### QDS (customer web portal)

- Find answers to frequently asked questions
- Make online payments
- View your contract, invoice and payment histories
- Download contract listings, invoices, payment and asset details to a spreadsheet or PDF file
- Receive email notifications when invoices are available and click on the URL link to sign in and view
- Customize your invoice: allocate charges, personalize descriptions, sort and subtotal costs
- Identify when we received your payments and how we applied them
- Communicate with us through email or electronic form

#### Interactive Voice Response System

- Obtain answers to common questions, such as invoice dates, invoice amounts and payment history
- Make payments
- Request a copy of your contract, invoices, payment history and asset details
- Request a copy of your W-9

### Additional Useful Information

#### Previously Billed Items

- If your invoice shows a previously billed item, this generally means we did not receive the payment prior to producing the next invoice. For confirmation, sign in to QDS to review recent invoices.

#### Insurance

- For insurance inquiries, call the Insurance Service Center at 888-873-1917.

#### Bankruptcy Notifications

- If your business has filed a petition for protection, or has had a petition filed against it, under the bankruptcy code, this invoice is not an attempt to collect a debt during bankruptcy proceedings. Notifications of bankruptcy filing should be directed to 10201 Centurion Pkwy, N, Suite 100, Jacksonville, Florida 32256, Attention: Bankruptcy Management.

#### Message Alert Key (if applicable)

1	<b>Meter Read Not Received</b>	We have not received a meter on this asset. You may be incurring excess / overage charges that are yet to be billed.
2	<b>Usage Is Unusually High</b>	We noticed the asset usage during this calculation cycle is higher than the typical usage amount. If you expect a higher usage rate going forward, you may want to contact your supplier to assure you have the most appropriate equipment for your needs.

#### Taxes

- We invoice sales and use taxes based on the location of the assets when required by the taxing authority.
- If the financed equipment is in a state or local jurisdiction that requires sales tax to be paid upfront, we have paid this tax and increased your payment accordingly for reimbursement of these taxes.
- Taxing authorities may tax personal property and you agreed in your contract to pay for this expense. These taxes are: billed as received from taxing authorities; not prorated; and owed in full on the date assessed.
- To ensure you are taxed appropriately, please submit any changes to your asset locations in writing or through QDS.

#### Late Fee

- If payment is not received by the due date, a late fee may be billed on your next invoice.

#### Supply Freight or Delivery Fee

- This charge is for the shipping of supplies. The cost is allocated monthly over the life of the contract.

#### Name or Address Change or Transfer of Ownership

- If your organization's name changes, please send us a copy of the amendment filed with the Secretary of State.
- To process an ownership change, contact us for a credit application, which is subject to our approval.
- Notify us through QDS or in writing at PO Box 550599 Jacksonville, FL 32255-0599 of an address change.

#### Annual Escalations

- If your contract permits an annual escalation of the periodic payment or overage rate, these may be adjusted annually to maintain increased costs of servicing. Typically, annual escalations are found in usage-based contracts.

#### Interim Rent/Transitional Billing

- This charge is for the use of equipment from date of its delivery until the date your contract commences (see your lease).
- For monthly bill cycles, the calculation for interim/transitional billing is: divide the number of days between delivery and the contract commence date by 30 (e.g., 15/30=.5), then multiply that figure by your monthly payment to obtain the prorated interim/transitional amount (e.g., .5X \$1,000 monthly payment= \$500 interim rent/transitional billing).

#### Equipment Performance or Service Questions

- Contact your service provider regarding performance questions, supplies, or to schedule a service call.

#### Go Paperless!

Retrieve your invoices electronically!  
It's fast and free. Sign up at  
[www.QDSontheweb.com](http://www.QDSontheweb.com)