



Account Statement

Statement Date:	13 September 2014
Account Number:	6300079
Name Of Account:	Cicom USA/HT
Center Name:	MD, Annapolis - Annapolis
Payment Due:	Due Immediately

	Amount
Outstanding Balance at 14 August 2014	\$1,657.44
Payments Received	-\$1,657.44
September Invoice 2398-2728	\$1,653.44

Total Payment Due – (Quote Reference 2398-2728)	\$1,653.44
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IMPORTANT INFORMATION:

- Details about how to pay are provided on the next page.
- **If you receive more than one invoice please pay them separately so that we can ensure payment is properly applied to your account.**
- Please note that late payment fees will be applied to your account if payment is not received promptly.
- You can update your details by logging into www.myregus.com.

If you have any questions, contact your Center directly. We are here to help.

Your Center Team Email Address:

Annapolis@regus.com

Your Center Team Telephone:

+1 410 972 4700



Ways to pay your Invoice

By Direct Debit:

This is the best way to pay your invoice because it is simple and convenient for you. Please contact your Center team if you would like to set up a Direct Debit.

By Credit Card:

Please go to www.myregus.com or contact your Center team to set up your credit card as a payment method.

By Check:

Please mail to:

Regus Management Group, LLC
P.O. Box 842456
Dallas, Texas 75284-2456
United States of America

IMPORTANT INFORMATION:

Please provide your Invoice Number as a payee reference on all payments and that you allow for a minimum of 7 days mail time prior to your due date.

By Bank Transfer:

Bank Name: Bank of America, N.A.
Bank Address: 901 Main St.
Dallas, Texas 75202
United States of America
Account Name: Regus Management Group, LLC
Account Number: 488000406190
BIC (Swift): BOFAUS3N
Routing # 1: 026009593
Routing # 2: 111000025

IMPORTANT INFORMATION: Please provide your Invoice Number as a payee reference on all payments made.

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Annapolis@regus.com



Your Center Team Telephone:

+1 410 972 4700



Cicom USA/HT

1013 Hyde Park Dr
Annapolis, Maryland 21401
United States of America

Invoice Date: 13 September 2014
Account Number: 6300079
Invoice Number: 2398-2728
Payment Due: Due Immediately

Invoice

Center Name: MD, Annapolis - Annapolis

Description of Charges	From Date	To Date	Price (exc. TAX)	TAX Amount	Total (inc. TAX)
Standing Charges					
Office	01 Oct 14	31 Oct 14	\$ 1,520.00	\$ 2.64	\$ 1,522.64
IT Services	01 Oct 14	31 Oct 14	\$ 99.00	\$ 0.00	\$ 99.00
Kitchen Amenities	01 Oct 14	31 Oct 14	\$ 30.00	\$ 1.80	\$ 31.80
Total Standing Charges					\$ 1,653.44
Total Charges					\$ 1,653.44

Total (exc. TAX)	\$ 1,649.00
TAX	\$ 4.44
Total (inc. TAX)	\$ 1,653.44



Invoice Number: 2398-2728
Invoice Date: 13 September 2014

Invoice Detail

Center Name: MD, Annapolis - Annapolis

Standing Charges

Item Description	Date	Price (exc. TAX)
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Office		
Long Term Office Monthly Fee 319/L4/ESC Alex Velasco Contract: 34384351	Oct 14	\$ 1,520.00
Total (exc. TAX)		\$ 1,520.00

IT Services		
IT: PRO Alex Velasco Contract: 34384351	Oct 14	\$ 99.00
Total (exc. TAX)		\$ 99.00

Kitchen Amenities		
Kitchen Amenities Fee / Per Person Alex Velasco Contract: 34384351	Oct 14	\$ 30.00
Total (exc. TAX)		\$ 30.00

Total Charges (exc. TAX)	\$ 1,649.00
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