



## Account Statement

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

	<b>Amount</b>
Outstanding Balance at 14 October 2014	\$1,653.44
Payments Received	-\$3,306.88
November Invoice 2398-3117	\$1,653.44

<b>Total Payment Due – (Quote Reference 2398-3117)</b>	<b>\$0.00</b>
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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](http://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](mailto: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](http://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.

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

Your Center Team Email Address:

[Annapolis@regus.com](mailto: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 November 2014  
**Account Number:** 6300079  
**Invoice Number:** 2398-3117  
**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)
<b>Standing Charges</b>					
Office	01 Dec 14	31 Dec 14	\$ 1,520.00	\$ 2.64	\$ 1,522.64
IT Services	01 Dec 14	31 Dec 14	\$ 99.00	\$ 0.00	\$ 99.00
Kitchen Amenities	01 Dec 14	31 Dec 14	\$ 30.00	\$ 1.80	\$ 31.80
<b>Total Standing Charges</b>					<b>\$ 1,653.44</b>
<b>Total Charges</b>					<b>\$ 1,653.44</b>

<b>Total (exc. TAX)</b>	<b>\$ 1,649.00</b>
<b>TAX</b>	<b>\$ 4.44</b>
<b>Total (inc. TAX)</b>	<b>\$ 1,653.44</b>



Invoice Number: 2398-3117  
Invoice Date: 13 November 2014

### Invoice Detail

Center Name: MD, Annapolis - Annapolis

#### Standing Charges

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

<b>IT Services</b>		
IT: PRO Alex Velasco Contract: 34384351	Dec 14	\$ 99.00
<b>Total (exc. TAX)</b>		<b>\$ 99.00</b>

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

<b>Total Charges (exc. TAX)</b>	<b>\$ 1,649.00</b>
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