



Cicom USA/HT
 Attention Of: Alex Velasco
 1013 Hyde Park Dr
 Annapolis, Maryland 21401
 United States of America

Invoice

Account: 6300079
 Invoice: 2398-976
 Date: Dec 16 2013
 Date Due: **Jan 1 2014**

Account Information

Prior Balance		\$	1,541.64
Payments Received		\$	0.00
Refunds / Account Adjustments		\$	0.00

Current Invoice

	Period		
Monthly Charges	Jan 1 2014 - Jan 31 2014	\$	1,649.00
One-Time Only Charges	Nov 13 2013 - Dec 12 2013	\$	0.00
Other Charges	Nov 13 2013 - Dec 12 2013	\$	127.63
Tax		\$	4.44
Total Current Invoice		\$	1,781.07

Total Amount Due	\$	3,322.71
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Payment Terms: Jan 1 2014

For check or bank transfer payments, please include your Account Number and Invoice Number on your remittance.

Balances not paid by the date due will be charged a late fee equal to \$25 plus 5% of the amount due on overdue balances under \$1,000 or \$50 plus 5% of the amount due on overdue balances of \$1,000 or greater

For billing questions, please call +1 410 972 4700

Please return the remittance stub below with check payable to: Regus Management Group, LLC

Regus

Centre: 2398 MD, Annapolis - Annapolis

Invoice

Account: 6300079
 Invoice: 2398-976
 Date Due: Jan 1 2014
 Amount Due \$3,322.71

Regus Management Group, LLC
P.O.Box 842456
Dallas, TX 75284-2456

Check Amount Only: \$ _____
 PLEASE DO NOT SEND CASH



Cicom USA/HT Invoice

Description Invoice: MD, Annapolis - Annapolis

Monthly Charges Start Date	Jan 1 2014	Monthly Charges End Date	Jan 31 2014
One-Time Only Charges Start Date	Nov 13 2013	One-Time Only Charges End Date	Dec 12 2013
Other Charges Start Date	Nov 13 2013	Other Charges End Date	Dec 12 2013

Charge Description	Units	Unit Price	Amount	Tax	Total
Monthly Charges					
IT: PRO	1.0000	99.0000	99.00	0.00	99.00
Kitchen Amenities Fee / Per Person	1.0000	30.0000	30.00	1.80	31.80
Long Term Office Monthly Fee	1.0000	1,520.0000	1,520.00	2.64	1,522.64
Total Monthly Charges			1,649.00	4.44	1,653.44
Other Charges					
Late Payment Penalty	1.0000	127.0800	127.08	0.00	127.08
Postage	1.0000	0.5520	0.55	0.00	0.55
Total Other Charges			127.63	0.00	127.63
Grand Total			\$ 1,776.63	\$ 4.44	\$ 1,781.07

Center: 2398 MD, Annapolls - Annapolls

Remit Address: Regus Management Group LLC• P.O. Box 842456• Dallas • TX 75284-2456 • USA

Center Address: 1997 Annapolls Exchange Parkway • Suite 300 • Annapolis • MD 21401 • USA



Cicom USA/HT Invoice

Description Invoice: MD, Annapolis - Annapolis

Monthly Charges Start Date	Jan 1 2014	Monthly Charges End Date	Jan 31 2014
One-Time Only Charges Start Date	Nov 13 2013	One-Time Only Charges End Date	Dec 12 2013
Other Charges Start Date	Nov 13 2013	Other Charges End Date	Dec 12 2013

Accounting Date	Payment ID	Deposit ID	Payment Amount
Payment Information			
			Total

Center: 2398 MD, Annapolls - Annapolls

Remit Address: Regus Management Group LLC• P.O. Box 842456• Dallas • TX 75284-2456 • USA

Center Address: 1997 Annapolls Exchange Parkway • Suite 300 • Annapolis • MD 21401 • USA

Understanding Your Invoice. You may obtain more information about any of the services listed below by asking your local Regus Center Team . The following information explains items that may be on your invoice, depending on what services you've utilized during the invoice period. Invoices are prepared on or about the 12th of each month. The Due Date is listed in the upper right-hand corner of the invoice.

Monthly and Other Charges will appear on your invoice. This is based on the selected monthly services and the actual services used during the billing period. Our most commonly used Monthly and Other Charges are described in further detail on this page.

Monthly Charges:

This section of your invoice list the purchased monthly services related to your monthly service agreement. Sale Date: Will equal the calendar month in which the service is provided. This is the month following the date of your invoice.

Monthly Charges will appear for items such as: Food and Beverage, Internet Services, Offices, Telecom Services, Telecom/IT Services and Other Recharges.

Food and Beverage: Monthly billing amount for the kitchen amenity of a fully stocked kitchen serving unlimited Alterra gourmet hot beverages for you and your guests.

Offices: The selected Long Term, Virtual Office or the subscription fee associated with your service agreement.

Other Recharges: Items such as parking passes and/or building lobby directory listings.

Telecom and IT Services: The selected service(s) for each of these items is listed separately on your invoice. Following is a detailed list of services which may appear on your invoice, based on your selection upon Move-In or starting your Service Agreement:

- **BoD (Bandwidth on Demand):** Upgrade from the Standard Internet access that provides dedicated bandwidth for more internet speed and greater flexibility.
- **Call Patching-Monthly/Person:** A service which allows calls to be transferred to you wherever you are (at home, travelling or mobile). Local & Long Distance charges may apply.
- **Fax Lines:** Your dedicated, analogue line to send/receive faxes directly to your office.
- **Free Talk:** An unlimited local and long distance calling plan throughout the USA.
- **Internet Access:** Your direct high speed internet connection with complimentary Wi-Fi access.
- **Main Business Line- Tele Answering:** The professional, personalized call answering of your main company line by our reception team.
- **Telecom/IT (Value Bundle)/\$199 Telecom Package:** This is a service package that combines the billing for your phone handset, phone lines and standard internet service.
- **Voice Mail Box:** An additional, dedicated voicemail box
- **VOIP & IT Bundle:** The service which allows you to use your own VOIP phones in conjunction with the standard internet access, including complimentary Wi-Fi access.

Other Charges:

This section of your invoice list the service items used and/or purchased during the invoice billing period. Sale Dates: Other Charges are billed based on services dates of the 11th of the previous month to 10th of the current month.

Other charges will appear for items such as: Printing and copying, scanning, administrative services, food and beverages, meetings and day offices, office supplies, shipping and mailing, telecom services and other recharges: Late Fees, Business Continuity and Office Restoration.

Administrative Services: The total time to produce or spent performing administrative tasks such as copying, taking messages, preparing documents, spreadsheets and/or presentations and basic administrative support during the sale dates.

Business Continuation Fee: The cost to maintain your existing business telephone lines and mail receipt/delivery services during the transitional time period of three months following your move out (the end of your agreement).

Food and Beverages: The total amount of consumable bottled waters or requested catering for events/meetings during the sale dates.

Late Fees: If you do not pay fees when due, a service fee of \$25 plus 5% penalty will be charged on all overdue balances under \$1,000. For balances equal to or greater than \$1,000 a fee of \$50 plus 5% penalty will apply.

Meeting Room & Day Office: The total amount of hours used during the sale dates for meeting rooms and/or day office.

Office Restoration Fee: The cost to cover normal cleaning and to return each office to its original state upon move out.

Office Supplies: The total cost of office supplies purchased during the sale dates.

Other Recharges: The total amount of items such as daily parking validations used during the sale dates.

Printing & Coping: The total black and white and/or color printing and photocopying used during the sale dates.

Scanning: The total amount of scanned documents during the sale dates.

Shipping & Mailing: The total amount of Express and/or local courier shipping services and postage for routine mail used during the sale dates.

Telecom Services: The total amount of local, domestic long distance and international telephone calls made during the sale dates.

One-Time Only Fees:

This section of your invoice lists the one-time fees related to moving in (starting your agreement), adding new products and/or additional services. The most commonly billed item is listed below:

Set-Up Fees: The cost to activate services such as internet, BoD, telephone, your account and office with Regus.