



Cicom USA/HT  
 Attention Of: Alex Velasco  
 1997 Annapolis Exchange Pkwy #300  
 Annapolis, Maryland 21045  
 United States of America

**Invoice**

Account: 6300079  
 Invoice: 2398-393  
 Date: Sep 13 2013  
**Date Due: Oct 1 2013**

**Account Information**

Prior Balance	\$	3,130.78
Payments Received	\$	-3,140.28
Refunds / Account Adjustments	\$	0.00

**Current Invoice**

	Period		
Monthly Charges	Oct 1 2013 - Oct 31 2013	\$	1,549.00
One-Time Only Charges	Aug 13 2013 - Sep 12 2013	\$	0.00
Other Charges	Aug 13 2013 - Sep 12 2013	\$	0.00
Tax		\$	11.64
<b>Total Current Invoice</b>		<b>\$</b>	<b>1,560.64</b>

<b>Total Amount Due</b>	<b>\$</b>	<b>1,551.14</b>
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**Payment Terms: Oct 1 2013**

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: 2398-393  
 Date Due: Oct 1 2013  
 Amount Due: \$1,551.14

**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

<b>Monthly Charges Start Date</b>	Oct 1 2013	<b>Monthly Charges End Date</b>	Oct 31 2013
<b>One-Time Only Charges Start Date</b>	Aug 13 2013	<b>One-Time Only Charges End Date</b>	Sep 12 2013
<b>Other Charges Start Date</b>	Aug 13 2013	<b>Other Charges End Date</b>	Sep 12 2013

Charge Description	Units	Unit Price	Amount	Tax	Total
<b>Monthly Charges</b>					
Internet Access	2.0000	50.0000	100.00	0.00	100.00
Long Term Office Monthly Fee	1.0000	1,349.0000	1,349.00	2.64	1,351.64
Telecom Handset	1.0000	100.0000	100.00	9.00	109.00
<b>Total Monthly Charges</b>			<b>1,549.00</b>	<b>11.64</b>	<b>1,560.64</b>
<b>Other Charges</b>					
Meeting Room Cancellation Fee	1.0000	0.0000	0.00	0.00	0.00
<b>Total Other Charges</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total</b>			<b>\$ 1,549.00</b>	<b>\$ 11.64</b>	<b>\$ 1,560.64</b>

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

<b>Monthly Charges Start Date</b>	Oct 1 2013	<b>Monthly Charges End Date</b>	Oct 31 2013
<b>One-Time Only Charges Start Date</b>	Aug 13 2013	<b>One-Time Only Charges End Date</b>	Sep 12 2013
<b>Other Charges Start Date</b>	Aug 13 2013	<b>Other Charges End Date</b>	Sep 12 2013

<b>Accounting Date</b>	<b>Payment ID</b>	<b>Deposit ID</b>	<b>Payment Amount</b>	
<b>Payment Information</b>				
Aug 22 2013	1023	5478536	\$ -1,570.14	
Sep 5 2013	1024	5478774	\$ -1,570.14	
			<b>Total</b>	<b>\$ -3,140.28</b>

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**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 12<sup>th</sup> 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 11<sup>th</sup> of the previous month to 10<sup>th</sup> 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.