

# STATEMENT OF ACCOUNT

Account name: IT Devices Online  
Attn: Mr. Mush Ahmad  
10 Alamo Lane  
Alamo, California 94507  
United States of America

Account number: 11628253  
Invoice number: 1022-27777  
Statement date: 31 January 2023  
**Due date : 15 February 2023**

## USEFUL INFORMATION

- You can update your details and check the current status of your account by logging into [www.MyRegus.com](http://www.MyRegus.com)
- If you have questions about your invoices or payments, please speak to your Community Team.
- Alternatively, you can log a case through your online account (Help section).

Center name: CA, Walnut Creek - Downtown

Account balance	Payments	Amount
Outstanding balance on 31 December 2022		\$ 160.45
Payment received - 11 January 2023	-\$ 160.45	
January 2023 invoice 1022-27777		\$ 129.00
<b>Total payment due</b>		<b>\$ 129.00</b>

# INVOICE

Account name: **IT Devices Online**  
Attn: Mr. Mush Ahmad  
10 Alamo Lane  
Alamo, California 94507  
United States of America

Account number: 11628253  
Invoice number: 1022-27777  
Invoice date: 31 January 2023  
**Due date : 15 February 2023**  
Your TAX Number:

Center name: CA, Walnut Creek - Downtown

Description of Charges	Month	Price	TAX	Total
Virtual Office	March 2023	\$ 129.00	\$ 0.00	\$ 129.00

Total (excl. TAX) \$ 129.00

TAX \$ 0.00

**January invoice total (inc. Tax) \$ 129.00**

See next page for an itemized breakdown of charges

# YOUR INVOICE DETAILS



Account name:	IT Devices Online	Account number:	11628253
Attn:	Mr. Mush Ahmad	Invoice number:	1022-27777
		Invoice date:	31 January 2023
		Due date:	15 February 2023

Center name: CA, Walnut Creek - Downtown

## RECURRING CHARGES

Item Description	From Date	To Date	Price	TAX	Total (inc. TAX)
Mailbox Plus - Monthly Charge	1 Mar 2023	31 Mar 2023	\$ 129.00	\$ 0.00	\$ 129.00
Booked by: Mr. Mush Ahmad					
		Subtotal	\$ 129.00	\$ 0.00	\$ 129.00

Total Charges	\$ 129.00	\$ 0.00	\$ 129.00
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# METHODS OF PAYMENT

Your current method of payment is: **Amex**  
Card number ending **3003**, expiry date **11/25**

You can update your payment method to Direct Debit or Credit Card via [www.MyRegus.com](http://www.MyRegus.com)

## You may pay by Check:

Pay Online at:

<https://www.e-billexpress.com/ebpp/IWGPLC/>

**IMPORTANT INFORMATION:** Please provide your Invoice Number as a payee reference on all payments and that you allow for a minimum of 3 days posting time prior to your due date.

## You may pay by Bank Transfer to:

Bank Name:	Wells Fargo
Bank Address:	420 Montgomery Street San Francisco, California 94104 United States of America
Account Name:	Regus Management Group, LLC
Account Number:	4023919251
BIC/Swift Code:	WFBIUS6S
Routing #:	121000248

**IMPORTANT INFORMATION:**  
Please provide your Invoice Number <1022-27777> as a payee reference on all payments made.

# UNDERSTANDING YOUR INVOICE

## INVOICE EXPLANATIONS

Account adjustments/refunds	Any adjustments/refunds that were made to your account.
Account balance	The account balance shows recent activity on your account in summary format. It shows the balance at the end of the previous summary date and any payments or adjustments that have been received since the last statement. The account statement can be found on <a href="http://www.MyRegus.com">www.MyRegus.com</a> . The current invoice value is then added to produce the Total Payment Due figure.
Credits	Credits that were issued against a particular charge for which you have been invoiced for in a previous period.
Due date	The latest date on which the invoice needs to be paid. Please note that any outstanding balances shown in the account summary will be due for immediate payment.
Invoice	The invoice shows a summary of all charges (recurring and one-off) related to the invoice period.
Late payment fees	We incur extra costs if you pay late. A fee will therefore be levied against your account if the payment is late.
One-off charges incurred	Variable and/or one-off charges related to a specific invoicing period.
Payments received	All payments received since your last invoice was raised.
Recurring charges	These are fixed monthly charges, invoiced in advance.
Total payment due	The total payment due is the total current balance of monies owed on your account and includes any amounts that are overdue.



## RECURRING CHARGES

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### Virtual Office

Depending on the type of Virtual Office you have purchased you will receive some or all of the following services: telephone answering in your company name, mail handling and a prestigious address.

