


Sample Quench Invoice

1. 4.	Quench USA, Inc. P.O. Box 781393, Philadelphia, PA 19178-1393 EIN: 26-3264642 Website: http://quenchwater.com	3. 2.	 INVOICE Invoice No. INV00123456 Invoice Date 07/01/2017 Account No. D000123 Net Terms Net 10 Payment Method Check Due Date 07/11/2017 TOTAL DUE BY 07/11/2017 \$150.00	5.																																																	
<p>Customer Billing Address Street Address City, State, Zip Code Country</p>		<p>Interested in Single Cup Coffee? Check out all the Quench Coffee Service Options at: https://quenchwater.com/quench-office-coffee-service/</p>																																																			
<table border="1"><thead><tr><th colspan="2">Equipment Address</th><th>Contact Name</th><th colspan="3">Purchase Order</th></tr><tr><th colspan="2">Street Address City, State, Zip Code</th><th>Location Contact</th><th colspan="3">123456</th></tr><tr><th>Qty</th><th>Description</th><th>Ref. Number</th><th>Billing Period</th><th>Rate/Mth</th><th>Total Charge</th></tr></thead><tbody><tr><td>1</td><td>Quench 750</td><td>C-01234567</td><td>07/01/17-09/30/17</td><td>\$50.00</td><td>\$150.00</td></tr><tr><td colspan="5">Subtotal:</td><td>\$150.00</td></tr><tr><td colspan="5">Freight:</td><td>\$0.00</td></tr><tr><td colspan="5">Tax:</td><td>\$0.00</td></tr><tr><td colspan="5">Total:</td><td>\$150.00</td></tr></tbody></table>						Equipment Address		Contact Name	Purchase Order			Street Address City, State, Zip Code		Location Contact	123456			Qty	Description	Ref. Number	Billing Period	Rate/Mth	Total Charge	1	Quench 750	C-01234567	07/01/17-09/30/17	\$50.00	\$150.00	Subtotal:					\$150.00	Freight:					\$0.00	Tax:					\$0.00	Total:					\$150.00
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<p>1. Please reference your invoice number on your remittance. Remit payment to: Quench USA, Inc. P.O. Box 781393, Philadelphia, PA 19178-1393 <small>WHEN YOU PROVIDE A CHECK AS PAYMENT, YOU AUTHORIZE QUENCH EITHER TO USE THE INFORMATION FROM YOUR CHECK TO MAKE A ONE-TIME PAYMENT ELECTRONIC FUND TRANSFER FROM YOUR ACCOUNT OR TO PROCESS THE PAYMENT AS A CHECK TRANSACTION.</small></p> <p>6. Billing Questions: billing@quenchonline.com Service: quenchservice@quenchonline.com Phone: (888) 765-7873</p>																																																					

1. Payment Remit To Address

Only send payments to this address.

2. Quench Account Number

Please have ready when making calls for billing inquiries or service requests.

3. Invoice Number

Please include with all remittances.

4. Quench Federal Tax ID

5. Invoice Total

6. Billing Inquiries and Service Requests

Customer Care is available 8 a.m. - 8 p.m. ET from Monday - Friday via phone or email.