Your Propane Company
123 Main Street
Anytown, US 12345
XXX-XXX-XXXX
www.xxxxxx.com

HOW TO READ YOUR BUDGET STATEMENT

❶ **ACCOUNT NUMBER:** 9999999999

INVOICE AMT DUE: $115.50

❷ **DUE DATE: XX/XX/XX**

INVOICE NO: 99999999

❸ **INVOICE DATE:** XX/XX/XX

NAME: VALUED CUSTOMER

SERVICE ADDRESS: ADDRESS LINE 1
❹ ADDRESS LINE 2
CITY, ST, ZIP CODE

❺

Previous Balance	Payments	Adjustments/Credits	**New Charges**	Account Balance Due	**Minimum Amount Due**
$100.00	-$100.00	$0.00	**$115.50**	$0.00	**$XX.XX**

❻ **ACCOUNT ACTIVITY**

Date	*Ref#*	*Description*	*Quantity*	*Price*	*Amount*
XX/XX/XX	99999999	Propane	XX	$X.XXX/gal	$100.00
		HazMat Fee-T			$5.00
		Fuel Recovery Fee-T			$5.00
		Tax			$5.50

MONTHLY BUDGET PAYMENT DUE **$XX.XX**

❼ *Please pay Monthly Budget Payment amount listed under Minimum Amount Due above*
This is your settlement invoice. Please pay the Minimum Amount Due (shown above) in order to continue on your new plan year. Your Smart Pay Contract renewed on XX/XX/XX. Your new monthly payment amount will be $XX.XX.

MESSAGES

Your safety is our priority! For helpful tips for a worry-free winter, visit the Consumer Safety Info. section of our website.
We periodically review and revise our standard Terms & Conditions. Visit our company website to read the T&C that apply.
Automatic delivery has its advantages! If you run out of gas, we'll credit your account $25! Certain restrictions apply.
Earn $100 for new residential customer referrals and $150 when you refer a new business. Visit our company website to learn how.
No more checks or postage fees with our free AutoPay service! Visit the online billing site below to enroll.

❽ **Contact Us: Billing, Service & Delivery: XXX-XXX-XXXX**
Pay Online or Enroll in our Automatic Payment program: www.xxxxxx.com

THANK YOU FOR YOUR BUSINESS!

Account No.	Invoice No.	Invoice Date	Due Date	Min Amount Due
999999999	9999999999	XX/XX/XX	**XX/XX/XX**	**$XX.XX**

YOUR PROPANE COMPANY
123 MAIN STREET
ANYTOWN, US 12345

❾ **TOTAL AMOUNT ENCLOSED $**

Please return this portion with your payment

90 FG 1 B 1 1 A 10081 10081 **5 DGT

❿ ☐ **Account or user address change?**
If yes, please check box and complete reverse side.

VALUED CUSTOMER
ADDRESS LINE 1
ADDRESS LINE 2
CITY, ST, ZIP CODE

⓫ **REMIT TO**
PO BOX 123
ANYTOWN US 12345-6789

12345678900000000012345600000144488

⓬ (SEE REVERSE SIDE ⇢)

SAMPLE

BUDGET STATEMENT GUIDE

❶ Account Number: Your account number for reference and account inquiries.

❷ Due Date: Date your payment must be received by your propane company. Payments received after this date are subject to a late charge.

❸ Invoice Date: The date this invoice was prepared. Payments received or services rendered after this date are not reflected on this invoice.

❹ Service Address: the location where propane was delivered and/or propane services were received.

❺ Account Information Box: Provides an overview of account activity

a. **Previous Balance:** The account balance amount from your last invoice.

b. **Payments:** Any payment made since your last invoice. Please note this amount only reflects payments received as of the invoice date.

c. **Adjustments/Credits:** Any adjustment to your account such as credits, coupons, or late fees.

d. **New Charges:** The new charges to your account from a delivery, service, or installation. Details of the amount listed in the new charges box can be found under the Account Activity section.

e. **Account Balance Due:** The total outstanding balance on your account. This amount includes previously billed amounts for which payment has not been received.

f. **Minimum Amount Due (Monthly Budget)**: The minimum amount due on your account is your **Monthly Budget Payment** amount from your SmartPay or AmeriGuard contract.

❻ Account Activity: Detail of charges for last delivery or service.

❼ Important Messages: Messages regarding your account activity.

❽ Contact Us & Payment Options Section: Contact information for your local office and our online billing and automatic payment information.

❾ Total Amount Enclosed: enter the amount you are enclosing as payment. You do not have to complete or return this stub if you are paying online or by phone.

❿ Address Correction: if your address has changed, check this box and update your information on the reverse side.

⓫ **Remittance Address: be sure this address shows through the window envelope.**

⓬ Reverse Side of Invoice: please review the reverse side of your invoice for important safety information, definitions and payment terms.