

**ATTACHMENT A  
Sample Invoice**

<b>ABC Collection Agency</b>	123 Main Street Austin TX 78704
Federal Tax ID #	12-3456789

## Statement of Account

PAYMENTS

CITY OF AUSTIN UTILITIES AUSTIN ENERGY 721 BARTON SPRINGS RD AUSTIN TX 78704	Account Number: ANBDHF-25 Invoice Number: 12545654 Invoice Date: 3/1/2012
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ATTN: Customer Service Supervisor - Collections  
For Billing Inquiries: ###-###-####

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**Previous Balance**

January, 2012	\$	316.27	
February, 2012	\$	5,214.62	
Payment - 2/15/12	\$	26.87	
Payment - 2/20/12	\$	2,356.11	
<b>Balance Forward</b>			<b>\$ 5,530.89</b>

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**New Activity**

Invoice Amount Due Agency:	\$	104.22
Invoice Amount Due City:	\$	464.65

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**Remittance Summary**

Total Payable Upon Receipt:	\$	5,635.11
Total ACH to City:	\$	464.65

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To insure proper credit, please detach this portion and return with remittance.

CITY OF AUSTIN UTILITIES AUSTIN ENERGY 721 BARTON SPRINGS RD AUSTIN TX 78704	Account Number: ANBDHF-25 Invoice Number: 12545654 Invoice Date: 3/1/2012
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Please Remit Payments To:  
ABC COLLECTION AGENCY  
ATTN: A/R DEPT  
123 MAIN ST  
AUSTIN TX 78704

Amount Due:	\$	<b>5,635.11</b>
Amount Enclosed:		_____

**Billing Disputes Must Be Reported Within 30 Days**