

XYZ Telephone Company

123 Your Street

Your Town

Address Line 3

(123) 456 789 email@yourcompany.com

Mobile Bill

25-Jan-2017 to 25-Feb-2017

Invoice #2332333

Att: Ms. Mira Jain

Dear Ms. Mira Jain,

Please find below a cost-breakdown of your mobile bill for the month of Feb 2017. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions.

Many thanks,

XYZ Telephone Company

#	Item Description	Units	Cost per unit	Total
1	Monthly charges	300	100	3000.00
2	Usage charges	250	2	500.00
3	Internet usage	100	10	1000.00
4	Roaming	10	10	100.00
5	Value added service	30	3	90.00
6				
7				
8				
Subtotal				4690.00
Tax				469.00
Total				5159.00

Many thanks for your custom! I look forward to doing business with you again in due course.

Payment terms: to be received within 60 days.