

EMERGENCY / MAINTENANCE:

BILLING INQUIRIES:

ACCOUNT NAME:

BLOCK NO.:

FLOOR NO.:

INVOICE NO.:

INVOICE DATE:

BILLING PERIOD:

DUE DATE:

**BALANCE
BROUGHT FORWARD**

**PAYMENT
RECEIVED**

**CURRENT
BILL**

**TOTAL
PAYABLE**

MONTHLY BILL SUMMARY

SERVICE CHARGE	LKR
USAGE CHARGE	+ LKR
SUB TOTAL	LKR
ADJUSTMENTS / DISCOUNTS	- LKR
PENALTIES	+ LKR
TOTAL BEFORE TAXES	LKR
TAX (VAT)	+ LKR
TAX (NBT)	+ LKR
TOTAL PAYABLE FOR THE BILLING PERIOD	LKR

DETAILS OF MONTHLY BILL

PEAK USAGE	BTU x LKR	= LKR
OFF-PEAK USAGE	BTU x LKR	= LKR
TOTAL USAGE		= LKR

ADJUSTMENTS / DISCOUNTS

ADJUSTMENTS		= LKR
DISCOUNTS	LKR @	= LKR
TOTAL - ADJUSTMENTS / DISCOUNTS		= LKR

PENALTIES

PENALTIES	LKR @	= LKR
TOTAL - PENALTIES		= LKR

TERMS & CONDITIONS

PAYMENT SLIP

ACCOUNT NAME:

OFFICE NO / FLOOR NO:

INVOICE DATE:

INVOICE NO:

BANK:

CASH:

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BANK TRANSFER:

☐

CHEQUE:

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CREDIT CARD:

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EXPIRY DATE:

AMOUNT:

SIGNATURE:

DATE: