

STATEMENT OF ACCOUNT

Account name: Frank Zhao
Attn: Mr. Frank Zhao
27 camden st
Milford, Connecticut 06461
United States of America

Account number: 11528588
Invoice number: 1943-11366
Statement date: 31 October 2021
Due date : 15 November 2021

USEFUL INFORMATION

- You can update your details and check the current status of your account by logging into www.MyRegus.com
- If you have questions about your invoices or payments, please speak to your Community Team.
- Alternatively, you can log a case through your online account (Help section).

Center name: CT, Westport - Westport View Corporate Center

Account balance	Payments	Amount
Outstanding balance on 30 September 2021		\$ 670.77
Payment received -	\$ 0.00	
October 2021 invoice 1943-11366		\$ 350.96
Total payment due		\$ 1,021.73

INVOICE

Account name: **Frank Zhao**
Attn: Mr. Frank Zhao
27 camden st
Milford, Connecticut 06461
United States of America

Account number: 11528588
Invoice number: 1943-11366
Invoice date: 31 October 2021
Due date : 15 November 2021
Your TAX Number:

Center name: CT, Westport - Westport View Corporate Center

Description of Charges	Month	Price	TAX	Total
Kitchen Amenities	October 2021	\$ 30.00	\$ 1.91	\$ 31.91
Restoration Services	December 2021	\$ 300.00	\$ 19.05	\$ 319.05

Total (excl. TAX) \$ 330.00

TAX \$ 20.96

October invoice total (inc. Tax) \$ 350.96

See next page for an itemized breakdown of charges

YOUR INVOICE DETAILS

Account name: **Frank Zhao** Account number: 11528588
Attn: Mr. Frank Zhao Invoice number: 1943-11366
Invoice date: 31 October 2021
Due date: **15 November 2021**

Center name: CT, Westport - Westport View Corporate Center

RECURRING CHARGES

Item Description	From Date	To Date	Price	TAX	Total (inc. TAX)
Unlimited Coffee/Tea - Office 136	1 Oct 2021	31 Oct 2021	\$ 30.00	\$ 1.91	\$ 31.91
Booked by: Mr. Frank Zhao					
Subtotal			\$ 30.00	\$ 1.91	\$ 31.91

ONE-OFF CHARGES INCURRED

Item Description	From Date	To Date	Price	TAX	Total (inc. TAX)
Office Restoration Service	1 Dec 2021	1 Dec 2021	\$ 300.00	\$ 19.05	\$ 319.05
Booked by: Mr. Frank Zhao					
Subtotal			\$ 300.00	\$ 19.05	\$ 319.05
Total Charges			\$ 330.00	\$ 20.96	\$ 350.96

METHODS OF PAYMENT

Your current method of payment is: **Mastercard**
Card number ending **7164**, expiry date **01/25**

You can update your payment method to Direct Debit or Credit Card via www.MyRegus.com

You may pay by Check:

Pay Online at: <https://www.e-billexpress.com/ebpp/IWGPLC/>

IMPORTANT INFORMATION: Please provide your Invoice Number as a payee reference on all payments and that you allow for a minimum of 3 days posting time prior to your due date.

You may pay by Bank Transfer to:

Bank Name: Wells Fargo
Bank Address: 420 Montgomery Street San Francisco, California 94104 United States of America
Account Name: Regus Management Group, LLC
Account Number: 4023919251
BIC/Swift Code: WFBIUS6S
Routing #: 121000248

IMPORTANT INFORMATION:
Please provide your Invoice Number <1943-11366> as a payee reference on all payments made.

UNDERSTANDING YOUR INVOICE

INVOICE EXPLANATIONS

Account adjustments/refunds	Any adjustments/refunds that were made to your account.
Account balance	The account balance shows recent activity on your account in summary format. It shows the balance at the end of the previous summary date and any payments or adjustments that have been received since the last statement. The account statement can be found on www.MyRegus.com . The current invoice value is then added to produce the Total Payment Due figure.
Credits	Credits that were issued against a particular charge for which you have been invoiced for in a previous period.
Due date	The latest date on which the invoice needs to be paid. Please note that any outstanding balances shown in the account summary will be due for immediate payment.
Invoice	The invoice shows a summary of all charges (recurring and one-off) related to the invoice period.
Late payment fees	We incur extra costs if you pay late. A fee will therefore be levied against your account if the payment is late.
One-off charges incurred	Variable and/or one-off charges related to a specific invoicing period.
Payments received	All payments received since your last invoice was raised.
Recurring charges	These are fixed monthly charges, invoiced in advance.
Total payment due	The total payment due is the total current balance of monies owed on your account and includes any amounts that are overdue.



RECURRING CHARGES

Kitchen Amenities

A Community Beverage Service which includes full use of a fully stocked kitchen complete with self-service premium coffee, a quality choice of teas, milk, sugar and sweeteners and includes the use of the cutlery, dishes, food storage and dishwasher. All maintained daily by your centre team.

ONE-OFF CHARGES

Restoration Services

We take care of putting your accommodation back to its original state which includes checking IT cabling, phone handsets, general cleaning, furniture cleaning, etc

