

# 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: 1943-11535  
Statement date: 30 November 2021  
**Due date : 15 December 2021**

## USEFUL INFORMATION

- You can update your details and check the current status of your account by logging into [www.MyRegus.com](http://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 31 October 2021		\$ 1,080.27
Payment received - 05 November 2021	-\$ 1,080.27	
November 2021 invoice 1943-11535		\$ 124.91
<b>Total payment due</b>		<b>\$ 124.91</b>

# INVOICE

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

Account number: 11528588  
Invoice number: 1943-11535  
Invoice date: 30 November 2021  
**Due date : 15 December 2021**  
Your TAX Number:

Center name: CT, Westport - Westport View Corporate Center

Description of Charges	Month	Price	TAX	Total
Kitchen Amenities	November 2021	\$ 30.00	\$ 1.91	\$ 31.91
Meeting Room	November 2021	\$ 93.00	\$ 0.00	\$ 93.00

Total (excl. TAX) \$ 123.00

TAX \$ 1.91

**November invoice total (inc. Tax) \$ 124.91**

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: 1943-11535  
Invoice date: 30 November 2021  
Due date: **15 December 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 Nov 2021	30 Nov 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)
Meeting Room Charge	5 Nov 2021	5 Nov 2021	\$ 93.00	\$ 0.00	\$ 93.00
Booked by: Mr. Frank Zhao Booking: 115873242					
Subtotal			\$ 93.00	\$ 0.00	\$ 93.00

**Total Charges \$ 123.00 \$ 1.91 \$ 124.91**

# 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](http://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 <1943-11535> as a payee reference on all payments made.

# UNDERSTANDING YOUR INVOICE

## INVOICE EXPLANATIONS

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



## RECURRING CHARGES

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### 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

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### Meeting Room

Use of a Meeting Room including any telephone calls, prepayments and cancellation charges