



Invoice Date		Account Number
5/1/2012		ABCCOMPA00001
Includes Payments/Adjustments From To		Due Date
3/21/2012	4/20/2012	Due Upon Receipt

5 ABC Company, Inc.
 Billing Contact
 1000 Sample Invoice Drive
 Suite 555
 Nowhere, VA 12345

10 11

DATE	DESCRIPTION	FROM	TO	PRICE	AMOUNT
6	Previous Balance				\$0.00
7	Payments and Other Activity				
8	Current Charges				
	100 Mbps - Order:IS-4K2	04/17/12	04/30/12	\$466.67	\$466.67
	Installation Fee - Order:IS-4K2	04/01/12	04/30/12	\$1,000.00	\$1,000.00
	100 Mbps - Order:IS-4K2	05/01/12	05/31/12	\$1,000.00	\$1,000.00
9	Amount Due				\$2,466.67

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Questions? Call the Billing Department at 1-877-7-Cogent, option 1.
 You can e-mail the Billing Department at billing@cogentco.com.
 IMPORTANT: A 1.5% late charge per month is assessed for late payments. A \$35.00 fee is assessed for returned checks.



Please return this portion with your payment

Invoice Date	Account Number	Due Date
5/1/2012	ABCCOMPA00001	Upon Receipt
Amount Due		Amount Enclosed
\$2,466.67		

Allow 7 days for processing. Please include your account number on your check.
 Make checks payable to: Cogent Communications, Inc.

5 ABC Company, Inc.
 Billing Contact
 1000 Sample Invoice Drive
 Suite 555
 Nowhere, VA 12345

13 Cogent Communications, Inc.
 P.O. Box 791087
 Baltimore, MD 21279-1087



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READING & UNDERSTANDING YOUR INVOICE

This document summarizes and explains the various components of your Cogent invoice. Please note that we bill in advance for our services.

YOUR INITIAL INVOICE

Your initial invoice generally includes:

- Charges for the month of installation, which are pro-rated from your installation date to the end of that month
- Installation Fee
- Charges for the next month, which are billed in advance
 - As an example, if your installation date was April 17, 2012 and your service fee is \$1,000 per month your initial invoice service fees are determined as follows:
 - April 2012 (4/17/12 to 4/30/12): 14 days of the 30 days in April (14/30 times \$1,000) = \$466.67
 - Installation fee: \$1,000
 - May 2012 – billed in advance = \$1,000
 - Total service fees on this invoice = \$2,466.67

THE COMPONENTS OF YOUR INVOICE

1. **Invoice Date:** The date of the bill run
2. **Account Number:** Your Cogent account number
 - Please use this number when inquiring about your account
3. **Includes Payments/Adjustments:** The period of activity on your account that is shown on your invoice
 - For example, if the displayed dates are “From 3/21/12” and “To 4/20/12”: Your invoice reflects all payments and adjustments posted to your account from and including these dates
4. **Due Date:** Please note that our invoices are Due Upon Receipt
 - A 1.5% late charge per month is assessed for late payments
 - Please allow 7 days for processing
 - Make checks payable to “Cogent Communications”
 - Please include your account number on your check
 - Kindly tear off and return the Remittance Advice with your payment
5. **Billing Address:** Where you would like us to mail your invoice
 - Note that this may be different than your service address
 - If you need to change your billing address send an e- mail to billing@cogentco.com - please ensure that you include your account number
6. **Previous Balance:** – The balance due on your account as of the Payments/Adjustments From Date
7. **Payments and Other Activity:** All activity posted to your account between the Payments/Adjustments From and To Dates:
 - Activity includes: Payments received and processed by us and billing adjustments
8. **Current Charges:** Your service fees and installation charges

9. **Amount Due:** The total balance on your account
 - This amount is the total of the following amounts:
 - Your “Previous Balance” as of the “Statement Date”
 - Payments received and processed during the Payments/Adjustments ‘From and To’ period
 - Billing adjustments processed during the Payments/Adjustments ‘From and To’ period
 - Service and installation charges
10. **From and To dates:** Indicates the service period dates for this line item
 - If this is your initial invoice the start date for your first month of service is your installation date
 - The service charges for the month after your installation date are billed in advance.
11. **Price:** Your service or installation fee
 - Note that the monthly recurring fee for your first month is pro-rated from your installation date to the end of your first month of service
12. **Questions?:** Call 877.7-COGENT (726.4368), Option 1 or email billing@cogentco.com
13. **Payment Address:** Please direct your payment to the Cogent Lockbox

Cogent Communications, Inc.
PO Box 791087
Baltimore, MD 21279-1087