

Sample Invoice

Quench USA, Inc.
630 Allendale Road, Suite 200
King of Prussia, PA 19406


1. REMIT PAYMENT TO:
QUENCH USA, INC.
P.O. BOX 735777
DALLAS, TX 75373-5777

Customer Billing Address
Street Address
City, State, Zip Code
Country

5. Equipment Address
Street Address City, State, Zip Code

Qty	Description	Ref. Number	PP Number	Billing Period	Rate/Mth	Total Charge
1	Quench Q8-FS RO QW Plus	C-01234567		02/01/2021-02/28/2021	\$00.00	\$00.00
Subtotal:						\$00.00
Tax:						\$0.00
Total:						\$00.00

6.



INVOICE

2. Invoice: INV01234567 Inv Date: 02/28/2021
3. Account: D012345 Due Date: 03/31/2021
PO# SubTotal: \$00.00
Pmt Type: Credit Card Tax: \$0.00
Contact: John Smith Inv Amt: \$00.00
Terms: Net 30 Amt Paid: \$0.00

4. TOTAL DUE BY 03/31/2021 \$0.00

Think Green!
Reduce paper waste by switching to email invoices and electronic payments!
No additional fees for card payments.
Call 1-800-554-2782 to switch!

7.

8. Please reference your invoice number on your remittance.
EIN: 26-3264642 Website: <https://quenchwater.com>

WHEN YOU PROVIDE A CHECK AS PAYMENT, YOU AUTHORIZE QUENCH EITHER TO USE THE INFORMATION FROM YOUR CHECK TO MAKE A ONE-TIME PAYMENT ELECTRONIC FUND TRANSFER FROM YOUR ACCOUNT OR TO PROCESS THE PAYMENT AS A CHECK TRANSACTION.

9. Billing Questions: billing@quenchonline.com | Service: quenchservice@quenchonline.com

SAMPLE

- 1. Payment Remittance**
Payments can be made instantly on our portal:
portal.quenchwater.com
- 2. Invoice Number**
Please include with all payments
- 3. Quench Account Number**
Please include when submitting billing or service requests
- 4. Invoice Total**
Total balance due on invoice
- 5. Equipment Address**
Address where equipment is located. If there is more than (1) address that contains equipment listed on the account, those addresses will reflect on the invoice.

- 6. Equipment**
Description of equipment onsite that is billing
- 7. Billing Period**
If your equipment or rates change during this period, you will see a proration of charges on your invoice
- 8. Quench Federal Tax ID**
A copy of our W-9 is located on our [website](#) and [customer portal](#)
- 9. Billing Inquiries and Service Requests**
Customer Care is available 8 am - 8 pm Eastern Time Monday - Friday via email or phone

Did you know you can register for Quench's Customer Portal to manage your account, view and pay invoices, request service, update payment methods and see service history? Registration link <https://portal.quenchwater.com/register>

Web-Invoice Features

The screenshot shows a web invoice for HSLP. At the top, the invoice number is INV0511860 and the amount due is \$67.23. A 'DOWNLOAD INVOICE' button is highlighted with a '1.'. Below, a table of charges is shown, with a '3.' callout pointing to a 'carrot' icon used to collapse the item details. A '2.' callout points to the total charge of \$59.1. The subtotal section is also marked with a '3.'. The 'SELECT PAYMENT METHOD' section is marked with a '4.' and shows several VISA cards, with one selected and 'Enroll in Autopay' noted. A '5.' callout points to a 'Late Payment' warning box with an 'Enroll in Autopay' button. At the bottom, a 'PAY INVOICE' button is highlighted with a '6.'. The footer includes the company name 'Gueneth USA, Inc.' and address in Dallas, TX.

1.Download Button - *Download a PDF of the invoice*

2.Collapsible line item detail view - *Click on the “carrot” icon in the light blue section to collapse the item detail view. The total charge will remain in the view*

3.Tooltips - *Various tooltips are presented that define key terms on the invoice*

4.Payment Method - *Select previously-saved payment methods or add a new payment method*

5.Late Payment Notification - *Alert is presented that indicates late payments are subject to penalty. An Enroll in Autopay notification is included to allow you a way to enroll in autopay to prevent future late fees*

6.Pay Button - *Click the “Pay Invoice ” button to settle the invoice balance*