

HOW TO READ YOUR INVOICE



195 Summerlea Road
Brampton, Ontario L6T 4P6

1 **Direct Questions To:** Customer Care - 1-800-934-3453 or askcustomerservice@ironmountain.com

2 XYZ CORPORATION - BIG BIRD
1000 ENTERPRISE DR
INFORMATION TECHNOLOGY SERVICES
GA DEPARTMENT
ROYERSFORD, PA 19468-1298

3 *What if you could
access everything you need, now?*

Invoice Gateway allows you to:

- Access and print invoices & invoice reports
- Manage user access to Invoice Gateway for your organization's resources
- View invoice balances and more...

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*If you'd like registration assistance, please contact
Customer Care at 1.800.934.3453*

Invoice

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Account Overview

Invoice Number:	MWW4124
Invoice Date:	07/31/2016
Storage Period:	10/01/2015 - 09/30/2016
Service Period:	06/29/2016 - 07/26/2016
Customer ID:	X999
Division ID/Name:	MASTER
Department ID/Name:	/MASTER
PO Number:	TESTPO1
Due By:	08/30/2016

New Charges

Storage	0.00
Service	6.75
Supplies	0.00
Other Charges	0.00
Tax	0.00

INVOICE AMOUNT DUE \$6.75

LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period*
- Services are billed in arrears*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

*Unless otherwise expressly agreed upon in writing

TO VIEW ONLINE GO TO:

<http://invoices.ironmountain.com>

**USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S
ADMINISTRATION ACCOUNT:**

WSS MGM KXP

SUBMIT PAYMENTS TO: IRON MOUNTAIN CANADA OPERATIONS ULC
D/B/A IRON MOUNTAIN CANADA
P.O. BOX 3527 STATION A
TORONTO, ON M5K 1E7

1 **DIRECT QUESTIONS TO** | Contact information for billing questions

2 **ADDRESS BLOCK** | Your billing address

3 **ANNOUNCEMENTS** | Advice, updates, and invoice-specific messaging.

4 **ACCOUNT OVERVIEW**

- > **Invoice Number.** Unique number assigned to order fulfilment and billing for services rendered
- > **Invoice Date.** Date the invoice was created
- > **Storage Period.** Storage is typically billed in advance
- > **Service Period.** Service dates included in this invoice
- > **Customer ID.** Unique ID assigned to your account
- > **Division ID/Department Name.** Additional levels of identifiers and segmentation for billing purposes/business functions; this varies for each customer
- > **PO Number.** Purchase order number supplied to Iron Mountain if applicable
- > **Total Amount Due.** Amount due for this invoice including past due balances and total new charges
- > **Due By.** The date your payment is due to Iron Mountain

5 **MONTHLY STATEMENT SUMMARY**

- > **Balance Activity.** Invoice activity since your last statement, including the total amount due from your prior invoice, payment received and applied, any adjustments made this period to prior invoices, and summary total of prior balance activity.
- > **New Charges.** Summary of storage charges includes "Storage, Regular" within the storage period and "Storage, New" within the service period. Summary of service, supplies, other charges, applicable taxes within the service period. Late fee assessed per your contract terms. These categorized charges are detailed on page two of the invoice.
- > **Total Amount Due.** Summary of prior balance activity and total new charges.
- > **Due By.** Date when payment is due to Iron Mountain, based on your contract terms and conditions.

6 **LEGEND** | Invoice reference information section

HOW TO READ YOUR INVOICE



7 Customer ID: X999 Invoice Number: MWW4124
 Division ID/Name: MASTER Invoice Date: 07/31/2016
 Department ID/Name: /MASTER PO Number: TESTPO1

Description	Qty	Rate	Amount
STORAGE, DESTROYED 07/10/2016	(1.20)	0.000	0.00
STORAGE, DESTROYED 07/14/2016	(3.60)	0.000	0.00
STORAGE, PREV PWD 07/21/2016	1.20	0.000	0.00
STORAGE, WITHDRAWN 07/10/2016	(2.40)	0.000	0.00
STORAGE,REGULAR 07/01/2016	10.00	0.000	0.00
STORAGE,REGULAR 10/01/2015	1.20	0.000	0.00
TOTAL STORAGE			0.00
COMPUTER CHANGES:NO CHARGE	1.00	0.000	0.00
COMPUTER RECORD CHANGE	1.00	0.000	0.00
COMPUTER RECORD REMOVAL	1.00	0.500	0.50
COMPUTER SEARCHING,ONLINE	1.00	0.000	0.00
DESTRUCTION-SHREDDING, CARTON	4.00	0.000	0.00
HOURLY LABOR, DOCUMENT PREP	0.25	25.000	6.25
INDIVIDUAL LISTING - IM	8.00	0.000	0.00
INTERFILE	3.00	0.000	0.00
INTERNAL PROJECT: NO CHARGE	6.00	0.000	0.00
ON-CALL,OFFSITE SHRED, SEC 65 GAL	2.00	0.000	0.00
ON-CALL,OFFSITE SHRED, TRIP	2.00	0.000	0.00
ON-CALL,ONSITE SHRED, SEC 65 GAL	11.00	0.000	0.00
ON-CALL,ONSITE SHRED, SEC 95 GAL	1.00	0.000	0.00
ON-CALL,ONSITE SHRED, TRIP	7.00	0.000	0.00
ONSITE SHRED, SEC 32 GAL	28.00	0.000	0.00
PERMANENT WITHDRAWAL, CARTON	2.00	0.000	0.00
RECHERCHE	3.00	0.000	0.00
REFILE, CARTON	2.00	0.000	0.00
REFILE, FILE	4.00	0.000	0.00
RETRIEVAL, CARTON	8.40	0.000	0.00
RETRIEVAL, FILE	1.00	0.000	0.00
SHIPPING / COURIER HANDLING	1.00	0.000	0.00
TRANSPORTATION HANDLING	25.00	0.000	0.00
TRIP CHARGE, NEXT DAY DELIVERY	1.00	0.000	0.00
TRIP CHARGE, PICKUP	19.00	0.000	0.00
TOTAL SERVICE			6.75
#2000 STANDARD CARTON LETTER/LEGAL	20.00	0.000	0.00
TOTAL SUPPLIES			0.00
Sub Total			6.75
INVOICE AMOUNT DUE			6.75

Balance Activity Summary as of 07/26/2016

Previous Balance	36.52
Adjustments	
Payments applied by 07/26/2016	0.00
Adjustments as of 07/26/2016	(36.52)
** Balance as of 07/26/2016	\$0.00
Current Invoice Amount	6.75
Total Balance	\$6.75

** If the balance as of 07/26/2016 has already been paid, thank you for your payment

9 CERTIFICATE OF DESTRUCTION:
 IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.

7 ACCOUNT OVERVIEW

- > **Customer ID.** Unique ID assigned to your account
- > **Division ID/Name.** Unique Division ID assigned to your account
- > **Department ID/Name.** Unique Department ID assigned to your account
- > **Invoice Number.** Unique number assigned to order fulfilment and billing or services rendered
- > **Invoice Date.** Date the invoice was created
- > **PO Number.** Purchase order number supplied to Iron Mountain if applicable

8 INVOICE CHARGE DETAILS

- > **Description.** The specific service or storage item charge
- > **Quantity.** The total number of units that are being charged for the corresponding line item under Description
- > **Rate.** The price per one (1) unit that is the charge per service or storage listed in the corresponding line item under Description
- > **Amount.** The total amount due for the corresponding line item listed under Description
- > **Subtotal.** The total amount due for all charges on this invoice page before taxes
- > **Tax.** Province. The total amount of taxes due by state or province for all charges
- > **Late Fee on Past Due Balance.** The late fee is assessed per your contract terms
- > **Total New Charges.** The total amount of charges, taxes and late fee due on this invoice

9 CERTIFICATE OF DESTRUCTION | Certification language displays on the invoice for those customers that have shredding-specific orders included on the invoice