

# How to read your PAST DUE INVOICE

The Arvig® invoice makes it easy to view your account balance, allows you to change your billing address and more. It also makes it clear when your account it past due. In the event your account is Past Due, please note that your services will be disconnected if your account is not paid.

- 1 **Invoice Date** - The date the invoice was printed.
- 2 **Account Number** - Have this available when calling customer service or when setting up automatic payments.
- 3 **Previous Balance** - Last month's invoice balance.
- 4 **Payments Received** - Payments received on your account up to the billing date.
- 5 **Balance Forward** - Amount that was not paid and is now Past Due. This amount must be paid by the date noted or service will be suspended.
- 6 **Total Amount Due** - Current charges plus any remaining prior charges.
- 7 **Payment Due Date** - Current charges must be paid on or before the Due Date to avoid a late fee.
- 8 **Summary Of Charges** - Summarizes all of the charges on your account for the month.
- 9 **Taxes and Surcharges** - Total taxes and surcharges that apply to your bill.
- 10 **Total Current Charges** - Sum of all charges for the bill cycle.
- 11 **Total Amount Due By** - Restates the total amount due and the date it is due by.
- 12 **Past Due** - This prints in red on the Account History and Remittance section. When your account it past due, your service will be disconnected if your account is not paid.
- 13 **Late Notice** - A message also prints on your invoice notifying you that your account is past due.
- 14 **Arvig Customer Service** - Contact phone number and web site information for your reference.
- 15 **Amount Paid** - Enter the total amount you are paying.



## Important Messages

**Thank you for being an  
Arvig customer.**

## Account History

1 Invoice Date:	05/22/2013
2 Account Number:	0000011111 111 1
3 Previous Balance:	\$XXX.XX
4 Payments Received:	\$XXX.XX
5 Balance Forward (Due by 06/04/13)*	\$XXX.XX
6 <b>Total Amount Due:</b>	<b>\$127.91</b>
7 Payment Due Date:	06/17/2013

\*To avoid service interruption, please pay Balance forward by 06/04/13

## Summary Of Charges

Local Telephone	\$XX.XX
9 Taxes & Surcharges	\$X.XX

10 **Total Current Charges** \$XXX.XX

11 **Total Amount Due by 06/17/13** \$XXX.XX  
Pay your bill online at [arvig.com](http://arvig.com)

12

## 13 Late Notice

Your account currently has a  
**PAST DUE BALANCE.**

**Please pay the past due amount by the date stated below to avoid service interruption.**  
If you have questions regarding the past due amount, contact Arvig Customer Service at 611.

If you have already paid your account in full, please disregard this message.

Thank you for being a valued Arvig customer.

14 **Arvig Customer Service: Press 611 from your phone for the local Arvig office,**  
888-992-7844 or visit us on the web at [arvig.com](http://arvig.com)

-Tear Here-

Please return bottom portion with your payment using the enclosed envelope. Keep top portion for your records. Do not staple, tape or clip your check to the remittance section.



Temp return service requested

Your Name  
Address  
City, State Zip

## Remittance Section

1 Invoice Date:	05/22/2013
2 Account Number:	0000011111 111 1
3 Balance Forward (Due by 06/04/13)*	\$99.90
4 Payments Received:	\$0.00
5 Payment Due Date:	06/17/2013
6 <b>Total Amount Due:</b>	<b>\$127.91</b>

15 Amount Paid: \$ \_\_\_\_\_

Check here for change of billing address and/or if you are signing up for Arvig Automatic Payments(see reverse for details).

Please include the account number on your check and make check payable to Arvig.

Arvig  
PO Box 110  
Perham, MN 565730110