


How to READ YOUR INVOICE

- 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 **Total Amount Due** - Current charges plus any remaining prior charges.
- 6 **Payment Due Date** - Bill must be paid on or before the Due Date to avoid a late fee.
- 7 **Summary Of Charges** - Summarizes all of the charges on your account for the month.
- 8 **Total Current Charges** - Sum of all charges for the bill cycle.
- 9 **Taxes and Surcharges** - Total taxes and surcharges that apply to your bill.
- 10 **Total Amount Due By** - Restates the total amount due and the date it is due by.

The Arvig® invoice makes it easy to view your account balance, allows you to change your billing address and more. Below you'll find a brief description of each invoice section.

- 11 **Important Messages** - Watch this space for important information concerning your account or service.
- 12 **Arvig Customer Service** - Contact phone number and web site information for your reference.
- 13 **Amount Paid** - Enter the total amount you are paying.
- 14 **Change Address/Auto-Pay** - Check this box if you have an address change or want to sign-up for Arvig Automatic Payments.
- 15 **Remittance Address** - Send your payment to this address with your remittance slip for proper credit to your account.
- 16 **About Your Payment** - Details regarding payments.
- 17 **Late Fees** - Late fee charge details.
- 18 **Payments Can Be Made** - Locations where you can drop off your payment.
- 19 **Change Of Address** - Fill out this section if you change your billing address.
- 20 **Auto-Pay Form** - Sign-up for automatic payments and always have your bill paid on time.

FRONT OF THE INVOICE



150 Second Street SW
Perham, MN 56573

Account History

1 Invoice Date:	07/08/2012
2 Account Number:	0000011111 111 1
3 Previous Balance:	\$XXX.XX
4 Payments Received:	\$XXX.XX
5 Total Amount Due:	\$XXX.XX
6 Payment Due Date:	08/03/2012

1 Important Messages

Thank you for being an Arvig customer.

7 Summary Of Charges

Local Telephone	\$XX.XX
Long Distance	\$X.XX
Internet	\$XX.XX
Television	\$XX.XX
8 Taxes & Surcharges	\$X.XX
9 Total Current Charges	\$XXX.XX
10 Total Amount Due by 08/03/12	\$XXX.XX

Pay your bill online at arvig.com

12 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

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.

Remittance Section

Invoice Date:	07/08/2012
Account Number:	0000011111 111 1
Payment Due Date:	08/03/2012
B 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.



150 Second Street SW
Perham, MN 56573

Temp return service requested

Your Name
Address
City, State Zip

15 Arvig
PO Box 110
Perham, MN 565730110

BACK OF THE INVOICE



LET US KEEP YOUR COMPUTER RUNNING SMOOTHLY.



Internet
Television
Phone
Security
Computer Repair

16 About your payment:

- Your payment must be credited to your account by the date it is due to avoid a late fee or disconnect notice.
- Refunds on credit balances are generally made three months after telephone service has been discontinued. (This is to ensure that all long distance call charges are paid.)
- Automatic payments will be made to your account within five days prior to the due date.
- A \$30 charge applies for non-sufficient funds, returned checks may result in suspension of service.

17 Late fees:

- Television:** A late fee of \$2 per month or 1.5% of your television balance, whichever is greater, will be applied to any balance over \$20 beginning 24 days from the billing date.
- Internet:** A late fee of \$2 or 1.5% of your Internet balance, whichever is greater, will be applied to any balance over \$20 beginning 24 days from the billing date.
- Telephone:** A late fee of \$2 or 1.5% of your telephone balance, whichever is greater, will be applied to any balance over \$20 beginning 24 days from the billing date.

Please note if your account is permanently disconnected, current discounts may be unavailable upon reconnection and early termination fees may apply.

18 Payments can be made online at www.arvig.com, by mail or dropped off at any of these locations:

Ada: 13 E 4th Ave	784.5151	Sauk Centre: 831 Main Street S	351.1460
Battle Lake: 119 N Lake Ave	862.4227	Staples: 1230 Hwy 10 E	895.4227
Bigfork: 206 Main Ave	743.3144	Twin Valley: 204 Main Ave W	584.4227
Clarissa: 108 Robert St N	756.2312	Wadena: 222 N Jefferson	632.4227
Detroit Lakes: 340 Hwy 10 W	844.4227	Walker: 414 Michigan Ave	547.4227
Grand Meadow: 112 1st Ave NW	754.5115 or 352.5115	Wabasso: 731 Main St	342.8000
Hawley: 1104 Hobart St	486.4227		
Henning: 515 Douglas Ave	548.4227		
Melrose: 224 Main Street E	256.7471		
Parkers Prairie: 222 S Clayborn Ave	338.4227		
Park Rapids: 105 3rd St W	237.4227		
Pelican Rapids: 20 W Mill Ave	863.6451		
Perham: 150 2nd St SW	346.4227		

Arvig Help Desk:

Hours: 8am-10pm, seven days a week
Phone: 877.290.0560
Email: helpdesk@arvig.com
Web: arvig.com

19 Change of Billing Address:

Address: _____

City: _____

State: _____ Zip: _____

Phone #: _____

20 Automatic Bank Payment Form

IMPORTANT: Include a voided check with this month's payment.

Type of Account: Checking Savings

Routing #: _____ Bank Account #: _____

Bank Name & Location: _____

I authorize Arvig to initiate charges to the account noted above, in payment of my services. I may cancel this arrangement at any time by giving written notice. It may take up to 30 days for your automatic payments to begin, so please include this month's payment. Your automatic payments will be made to your account within five days prior to the due date.

Signature: _____ Date: _____

Automatic credit card payments can be arranged. Call 888.992.7844 for more information.