

STATEMENT



Optical Internet

Statement Date		Account Number
9/20/02		ABCCOMPA00001
Billing Period Start	Billing Period End	Due Date
8/21/02	9/20/02	DUE UPON RECEIPT

ABC Company
1000 Park St
Nowhere, VA 12345

*******SAMPLE*******

8/21/02 Previous Balance 0.00

DATE	DESCRIPTION	FROM	TO	PRICE	TAX	AMOUNT
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Payments and Other Activity

Payments Received 0.00

Current Charges

100 Mbps Port:IS-4K2	9/17/02	9/30/02	466.67	0.00	466.67
Installation Fee	9/1/02	9/30/02	1,000.00	0.00	1,000.00
100 Mbps Port:IS-4K2	10/1/02	10/31/02	1,000.00	0.00	1,000.00

Amount Due \$ **2,466.67**

Questions? Call Customer Service Toll Free at 1-877-7-COGENT.
Please see reverse side for address for written communication.

IMPORTANT: 1.5% late charge per month is assessed for late payments.
A \$35 fee will be assessed for all returned checks.

Please return this portion with your payment



Optical Internet

1015 31st Street, NW
Washington, DC 20007

If your account or address has changed, please check box and see reverse side.

Statement Date	Account Number	Due Date
9/20/02	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.

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



ABC Company
1000 Park St
Nowhere, VA 12345

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** -
 - Pro-rated from your installation date to the end of that month, **AND**
 - **Charges for the next month** –
 - Billed in advance.
 - As an example,
 - If your installation date was September 17, 2002
 - And your service fee is \$1,000 per month.
 - Your initial invoice service fees are determined as follows:
 - September 2002 (9/17/02 to 9/30/02)
 - 14 days of the 30 days in September
(14/30 times \$1,000) = **\$466.67**
 - October 2002 – billed in advance = **\$1,000**
 - Total service fees on this invoice = **\$1,466.67**

THE COMPONENTS OF YOUR INVOICE

1. **“Statement Date”** – The date the invoice was printed.
2. **“Account Number”** – Your Cogent account number.
 - Please use this number when inquiring about your account.
3. **“Billing Period”** – The period of activity on your account that is shown on your invoice.
 - For example, if the displayed dates are
 - i. “Start 8/21/02” and “End – 9/20/02” –
 - ii. Your invoice reflects all activity posted to your account from and including these dates
 - The activity on your account includes
 - i. Payments made and received between these dates
 - ii. Current service charges
 - iii. Billing adjustments, if any
4. **“Start”** – All activity **starting with this date** is reflected on your invoice.
5. **“End”** – All activity **ending with this date** is reflected on your invoice.
6. **“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**
 - i. Check the change address box on your Remittance Advice and complete the revised billing address information on the reverse and forward with your payment to our lockbox address,

OR

 - ii. Send an e-mail to billing@cogentco.com - please ensure that you include your account number
7. **“Previous Balance”** – The balance due on your account as of the Billing Period “Start” Date
8. **“Payments and Other Activity”** – All activity posted to your account between the Billing Period “Start” Date, and the Billing Period “End” Date, Activity includes;
 - **Payments received and processed by us**
 - **Billing adjustments**
9. **“Current Charges”** – Your service fees and installation charges.
10. **Date “From” and “To”** – 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 fee for your **first month is pro-rated** from your installation date to the end of your first month of service.
12. **“Tax”** – The tax, if any, required to be charged for this service.
13. **“Amount Due”** – The total balance on your account.
 - This amount is the total of the following amounts:
 - i. Your “Previous Balance” as of the “Statement Date”

- ii. Payments received and processed during the ‘From’ and ‘To’ period
- iii. Billing adjustments during the ‘From’ and ‘To’ period
- iv. Service and installation charges

14. 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

15. Payment Address

- **Please direct your payment to the Cogent Lockbox**
Cogent Communications, Inc.
PO Box 791087
Baltimore, MD 21279-1087