

Sample Quench Invoice


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

1. REMIT PAYMENT TO:
PO BOX 781393
PHILADELPHIA, PA 19178-1393

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

Equipment Address
6480 Roswell Rd, Atlanta, GA 30328

Qty	Description	Ref. Number	PO Number	Billing Period	Rate/Mth	Total Charge
1	Q7 FS	N-00012345		07/01/2019-07/31/2019	\$00.00	\$00.00
1	Quench 170	N-00054321		07/01/2019-07/31/2019	\$00.00	\$00.00
Subtotal:						\$00.00
Tax:						\$0.00
Total:						\$00.00



INVOICE

3. 2. Invoice: INV00123456 Inv Date: 07/01/2019
Account: D000123 Due Date: 07/31/2019
PO# SubTotal: \$00.00
Pmt Type: CreditCard Tax: \$0.00
Contact: John Smith Inv Amt: \$00.00
Terms: Net 30 Amt Paid: \$0.00

TOTAL DUE BY 07/31/2019 \$00.00

5. Interested in Single Cup Coffee?
Check out all the Quench Coffee Service Options at:
<https://quenchwater.com/quench-office-coffee-service/>

4. 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.

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

SAMPLE

1. Payment Remit to Address
Please send all future payments to this address.

2. Quench Account Number
Please have ready when calling Customer Care for billing or service requests.

3. Invoice Number
Please include with all payments

4. Quench Federal Tax ID

5. Invoice Total

6. Billing Inquiries and Service Request
Customer Care is available 8 a.m. - 8 p.m.
ET Monday - Friday via phone or email.