



**Region of Windsor West Hants**  
 76 Morison Drive  
 PO Box 3000  
 Windsor, NS B0N 2T0  
 Canada

# UTILITY INVOICE

*Our water utility clerk's contact info*

## Questions?

Online: [www.westhants.ca](http://www.westhants.ca)  
 Email: [ccurry@westhants.ca](mailto:ccurry@westhants.ca)  
 Phone: 902-798-8391 ext. 107  
 Office Hours: Monday-Friday, 8:30am-4:30pm

**Statement Date: April 24, 2020**

Billing Period: December 24, 2019 - March 31, 2020

Your Account Number: **12345678.90**

For service at: 123 Any Street

**Due Date: June 24, 2020**

John Smith  
 123 Any Street  
 Community, NS XXX XXX  
 CANADA

*this is your billing period*

*here is the information on the meter read we've done*

## Meter Reading and usage Details this bill

Meter: 12345678  
 Reading on 3/31/2020 Actual 2,227  
 Previous reading on 12/23/2109 Actual 2,202  
 Amount of water you used 5,499.38 GAL

## Payment and Adjustment Details

Payment on 2/13/2020 -\$169.55

**\*\*PLEASE READ THE BACK OF THIS INVOICE\*\***

*We put info on the back of the bill regarding payment options, online resources and more*

*This indicates what payments we received on your previous bill or adjustments that were made*

## Amount Owing

Amount of your last bill	\$169.55
Adjustments processed	\$0.00
Late fees added	\$0.00
Payments we processed	-\$169.55
<b>New Charges</b>	<b>\$198.02</b>
Metered Water	\$44.93
5,499.38 GAL @\$0.00817 = \$44.93	
5/8" Sewer Base Charge	\$66.01
Sewer Consumption Charge	\$39.98
5,499.00@\$0.00727 = \$39.98	
5/8" Water Base Charge	\$47.10
<b>Total Payment now due</b>	<b>\$198.02</b>

*This is your previous billing information*

*This outlines your consumption for the billing period*

*Send this portion of your bill with your payment*



## Payment Return Slip

Please complete and return this slip with your payment. Make your payment payable to Region of Windsor and West Hants Municipality. For other payment options, please contact us.



Your Account Number **12345678.90**  
 Payment Due June 24, 2020 \$198.02

*your NEW 10-digit account number*

*Due date*

**Payment enclosed**

**\$ (Do Not Pay - Authorized Withdraw)**

John Smith  
 123 Any Street  
 Community, NS XXX XXX  
 CANADA

*You'll see this if you are enrolled in our pre-authorized payment program*

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SAMPLE UTILITY INVOICE