

# STATEMENT OF ACCOUNT

Account name: **Harvard Air Taxi, LLC**  
Attn: Mr. Marc Abouaf  
64 Littleton Road  
Harvard, Massachusetts 01451  
United States of America

Account number: 9005384  
Invoice number: 915-24280  
Statement date: 08 May 2019  
Due date: **18 May 2019**

## USEFUL INFORMATION

- You can update your details and check the current status of your account by logging into [www.MyRegus.com](http://www.MyRegus.com)
- If you have any questions about your statement or invoice, please contact your helpdesk via email: [Account.Helpdesk@regus.com](mailto:Account.Helpdesk@regus.com) or call on **+1 8888669799**
- You will be asked for your account number, which can be found at the top of this page.

Center name: **MA, Andover - Brickstone Square**

Account Balance	Payments	Amount
Outstanding balance on 09 April 2019		\$ 197.00
Payment received - 13 April 2019	-\$ 197.00	
May 2019 invoice 915-24280		\$ 197.00
	<b>Total payment due</b>	<b>\$ 197.00</b>



# INVOICE

Account name: **Harvard Air Taxi, LLC**  
Attn: Mr. Marc Abouaf  
64 Littleton Road  
Harvard, Massachusetts 01451  
United States of America

Account number: 9005384  
Invoice number: 915-24280  
Invoice date: 08 May 2019  
Due date: **18 May 2019**

Center name: **MA, Andover - Brickstone Square**

Description of Charges	Month	Price	TAX	Total
Virtual Office	June 2019	\$ 197.00	\$ 0.00	\$ 197.00

Total (excl. TAX) \$ 197.00

TAX \$ 0.00

**May invoice total (inc. TAX) \$ 197.00**

# METHODS OF PAYMENT

Your current method of payment is: **Visa**  
Card number ending **0990**, expiry date **04/22**

You can update your payment method to Direct Debit or Credit Card via [www.MyRegus.com](http://www.MyRegus.com)

## You may pay by Check:

Please mail to: Regus Management Group, LLC  
P.O. Box 842456  
Dallas, Texas 75284-2456  
United States of America

**IMPORTANT INFORMATION:** Please provide your Invoice Number as a payee reference on all payments and that you allow for a minimum of 7 days mail time prior to your due date.

## You may pay by Bank Transfer to:

Bank Name: Bank of America, N.A.  
Bank Address: 901 Main St.  
Dallas, Texas 75002  
United States of America  
Account Name: Regus Management Group, LLC  
Account Number: 488000406190  
BIC (Swift): BOFAUS3N  
Routing # 1: 026009593 (Wire)  
Routing # 2: 111000025 (ACH)

**IMPORTANT INFORMATION:**  
Please provide your Invoice Number <915-24280> as a payee reference on all payments made.

# UNDERSTANDING YOUR INVOICE

## INVOICE EXPLANATIONS

Account adjustments/refunds	Any adjustments/refunds that were made to your account.
Account balance	The account balance shows recent activity on your account in summary format. It shows the balance at the end of the previous summary date and any payments or adjustments that have been received since the last statement. The account statement can be found on <a href="http://www.MyRegus.com">www.MyRegus.com</a> . The current invoice value is then added to produce the total payment due figure.
Credits	Credits that were issued against a particular charge for which you have been invoiced for in a previous period.
Invoice	The invoice shows a summary of all charges (recurring and one-off) related to the invoice period.
Late payment fees	Fees levied against your account because payment was not received by the expected payment due date.
One-off charges incurred	Variable and/or one-off charges related to a specific invoicing period.
Payment due	The latest date on which the invoice needs to be paid. Please note that any outstanding balances shown in the account summary will be due for immediate payment.
Payments received	All payments received since your last invoice was raised.
Recurring charges	These are fixed monthly charges, invoiced in advance.



## INVOICE EXPLANATIONS

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### Total payment due

The total payment due is the total current balance of monies owed on your account and includes any amounts that are overdue.

## RECURRING CHARGES

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### Virtual Office

There are four levels of service that can provide telephone answering in your company name by a professional team, fax handling, mail services and a prestigious address.

