



1000 Campus Dr  
 Collegetown, PA 19426

**Direct Questions To:** Customer Care - 1-800-934-3453 or  
 askcustomerservice@ironmountain.com

PKG2 CUSTOMER, INC.  
 JANE DOE  
 100 MAIN STREET  
 ANYTOWN, MA 11111-1111

# Invoice

## Account Overview

**Invoice Number:** ABC1234  
**Invoice Date:** 05/31/2013  
**Storage Period:** 06/01/2013 - 06/30/2013  
**Service Period:** 04/24/2013 - 05/28/2013  
**Customer ID/Name:** PKG2/PKG2 CUSTOMER, INC.

<b>TOTAL AMOUNT DUE:</b>	<b>\$4,691.76</b>
<b>Due By:</b>	<b>06/30/2013</b>

## Monthly Statement Summary

### Balance Activity

Total Amount Due from Prior Invoice	4,464.16
Payments Applied By 05/28/2013	(4,464.16)
Adjustments as of 05/28/2013	0.00
<b>Balance as of 05/28/2013</b>	<b>\$0.00</b>

*If the above balance has already been paid, thank you for your payment.  
 Please pay the new charges only.*

### New Charges

Storage	3,004.52
Service	964.46
Supplies	664.00
Other Charges	58.78
Tax	0.00

**Total New Charges** **\$4,691.76**

<b>TOTAL AMOUNT DUE:</b>	<b>\$4,691.76</b>
<b>Due By:</b>	<b>06/30/2013</b>

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<http://ironmountainbillingservices.billtrust.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
 ADMINISTRATION ACCOUNT:

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*If you'd like registration assistance, please contact Customer  
 Care at 1.800.934.3453*

**SUBMIT PAYMENTS TO:** IRON MOUNTAIN  
 PO BOX 27128  
 NEW YORK, NY 10087-7128

**Customer ID/Name:** PKG2/PKG2 CUSTOMER, INC.

**Invoice Number:** ABC1234

**Invoice Date:** 05/31/2013

Description	Qty	Rate	Amount
STORAGE, NEW 05/14/2013	39.60	0.237	9.39
STORAGE,REGULAR 06/01/2013	12637.74	0.237	2,995.13
RECEIVING AND ENTRY	39.60	1.545	61.18
REFILE, CARTON	6.00	1.988	11.93
REFILE, FILE	28.00	2.668	74.72
RETRIEVAL, CARTON	74.40	1.988	147.91
RETRIEVAL, CARTON - RUSH	3.60	6.211	22.36
RETRIEVAL, FILE	31.00	2.668	82.76
RETRIEVAL, FILE - RUSH	1.00	8.271	8.27
TRANSPORTATION HANDLING	117.60	1.741	204.74
TRIP CHARGE, NEXT DAY DELIVERY	5.00	18.942	94.70
TRIP CHARGE, PICKUP	2.00	18.942	37.88
TRIP CHARGE, RUSH AFTER HOURS DELY	1.00	218.010	218.01
#2000 STANDARD CARTON LETTER/LLEGAL	100.00	3.490	349.00
#2000 STANDARD CARTON LTR/LGL, BOT	100.00	3.150	315.00
ADMINISTRATION FEE	1.00	25.120	25.12
FUEL SURCHARGE	4.00		33.66
<b>Sub Total</b>			<b>4,691.76</b>
<b>TOTAL NEW CHARGES</b>			<b>4,691.76</b>

**LEGEND:**

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Outstanding balance summary does not reflect any payment received that has not or could not be applied to open invoices
- Storage is billed in advance and may also include storage charges billed in arrears for items received during the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing