

Sample Monthly Unit Invoices for Utilities (in arrears)

Sample Winter Invoice for a 1,045 sq. ft. unit

	Net	VAT@20%	Total
Water Standing Charge	£3.50	£0.00	£3.50
Water usage	£0.00	£0.00	£0.00
Electricity Low	£144.36	£28.87	£173.23
Electricity Normal	£59.80	£11.96	£71.76
Telephone Standing Charge (analogue DDI)	£3.00	£0.60	£3.60
Broadband (1 Mbps non-contended symmetric service)	£50.00	£10.00	£60.00
Totals	£260.66	£51.43	<u>£312.09</u>

Sample Summer Invoice for a 1,045 sq. ft. unit

	Net	VAT@20%	Total
Water Standing Charge	£3.50	£0.00	£3.50
Water usage	£2.90	£0.00	£2.90
Electricity Low	£35.64	£7.13	£42.77
Electricity Normal	£60.32	£12.06	£72.38
Telephone Standing Charge (analogue DDI)	£3.00	£0.60	£3.60
Broadband (1 Mbps non-contended symmetric service)	£50.00	£10.00	£60.00
Totals	£155.36	£29.79	<u>£185.15</u>

Sample Winter Invoice for a 284 sq. ft. unit

	Net	VAT@20%	Total
Water Standing Charge	£3.50	£0.00	£3.50
Water usage	£0.00	£0.00	£0.00
Electricity Low	£9.90	£1.98	£11.88
Electricity Normal	£2.21	£0.44	£2.65
Telephone Standing Charge (VoIP DDI)	£6.00	£1.20	£7.20
Broadband (0.5 Mbps non-contended symmetric service)	£30.00	£6.00	£36.00
Totals	£51.61	£9.62	<u>£61.23</u>

Sample Summer Invoice for a 284 sq. ft. unit

	Net	VAT@20%	Total
Water Standing Charge	£3.50	£0.00	£3.50
Water usage	£2.09	£0.00	£2.09
Electricity Low	£7.65	£1.53	£9.18
Electricity Normal	£9.62	£1.92	£11.54
Telephone Standing Charge (VoIP DDI)	£6.00	£1.20	£7.20
Broadband (0.5 Mbps non-contended symmetric service)	£30.00	£6.00	£36.00
Totals	£58.86	£10.65	<u>£69.51</u>

Notes

1. These sample invoices are for illustration only; actual monthly costs will depend on the nature of your business operations.
2. Telephone call charges, fax transmissions, photocopier usage and conference room hire are logged and invoiced in arrears.