

SAVE TIME & REDUCE HEADACHES WITH CONSOLIDATED BILLING.



We are now offering a consolidated billing option!

Consolidated billing is a more effective and efficient means of streamlining your payables process, and has been designed to save you time and money!

How It Works

Today your company is receiving individual invoices that need to be reviewed, coded and entered individually into your system. This is time consuming and takes up valuable time and resources.

With consolidated billing, all your transactions over each invoicing period are listed on one invoice. You only have one invoice to review, code and enter for payment. This consumes less time, which in turn saves you money!

GOING TO CONSOLIDATED BILLING GIVES YOU CHOICES AND FLEXIBILITY

Consolidate Your Invoices By Account Number or By Job

Our consolidated billing system options are convenient for both accounts payables and jobsite supervisors. You can choose to consolidate your transactions by jobsite, or by account number.

Receive Your Invoice Twice a Month By Mail or By Email

You will receive your consolidated invoice twice a month. We can send it to you by mail, or by email to a specific email address that you choose.

Registration and Setup Is Fast and Easy

Ask your sales representative for assistance, or simply email our credit services department at credit@stephensons.ca and they can walk you through the application process.

Not Interested in Consolidated Billing? You Can Also Access Your Invoices Electronically

By registering for SRS Online you can access your individual invoices on-demand, virtually anytime, anywhere. Visit www.stephensons.ca/srsonline to request access.

Sign up for consolidated billing with Stephenson's Rental Services today!

CONSOLIDATED BILLING EXPLAINED

Our goal is to save you time and money by simplifying your payment process. We designed our consolidated bills to be flexible with customizable options. This brief guide details some of the key features you can expect on our consolidated invoices.

1. Invoice Information

Consolidated invoice number and invoice date.

2. Account Details

Your customer number and company information.

3. Transactions Period

Start and end dates of the transaction period. You will receive two consolidated invoices each month.

4. Transactions Details

Each transaction detail shows the job location and products.

5. Additional Charges

Delivery, fuel or other charges appear below each line item.

6. Transaction Subtotals


Individual transactions are subtotaled below the item details.

7. Totals By Type Of Charge

Your consolidated bills are also totaled by each type of charge at the bottom of the invoice.

8. Stephenson's Contacts

If you need clarification on the bill, our Accounts Receivables department is only an email or phone call away.



Higher Standards Total Commitment

Remit To:
6895 COLUMBUS ROAD
MISSISSAUGA, ON, L5T 2G9
905-507-3650
905-568-0816 Fax
AR@stephensons.ca


CONSOLIDATED INVOICE
INVOICE#: C00000123 **1**
INVOICE DATE: 11/30/2015

Customer: 1234567
YOUR COMPANY NAME
C/O SAMPLE CORP
DO NOT MAIL **2**

Terms:
Net 30 Days
HST/GST Account:
88187 7021 RT
PO Number:

SUMMARY INVOICE BY CUSTOMER CONSOLIDATED INVOICE FROM: 11/15/2015 THRU 11/30/2015 **3**

Qty	Item number	Unit	Price	Amount
Transaction Date: 11/26/2015				
Transaction #: 1121009435-0009 P.O. #: 9768-1 4				
Job Loc: 123 YOUR JOBSITE NAME, TORONTO				
1	STORAGE, CONTAINER, 20' 4823-065 /048-4823/Serial #:N/A/CONTAINER20	EA	50.00	50.00
Billed 28 days from 11/24/15 thru 12/22/15				
				Sub-total: 50.00
Transaction Date: 11/26/2015				
Transaction #: 1121010862-0008 P.O. #: 9768-1				
Job Loc: 123 YOUR JOBSITE NAME, TORONTO				
1	GENERATOR, 5000-6500 WATT, GA 241052 /032-3202/Serial #:20241849/GP5600AM	EA	400.00	400.00
Billed 28 days from 10/19/15 thru 11/16/15				
SALES ITEMS:				
	Item number	Unit	Price	
1	ENVIRONMENTAL CHARGE ENV	EA	2.500	2.50
				6 Sub-total: 402.50
Transaction Date: 11/26/2015				
Transaction #: 1121010862-0011 P.O. #: 9768-1				
Job Loc: 123 YOUR JOBSITE NAME, TORONTO				
1	UPPER SLEEVE, RIVET BUSTER 2101	EA	12.750	12.75
DELIVERY CHARGE				
				Sub-total: 112.75
				7
TOTAL RENTALS:				3820.35
TOTAL SALES AND OTHER CHARGES:				245.50
TOTAL SERVICES:				203.50
TOTAL TAXES:				555.01
TOTAL CONSOLIDATED AMOUNT:				4824.36



We thank you for your Business!

This consolidated invoice shows all the rentals, sales and services that occurred on the account for the billing period noted above. In case of any discrepancies on the invoice please contact Accounts Receivables Department.
Email: AR@stephensons.ca Phone: 905-507-3650 Fax: 905-568-0816

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STSUMASH

Spend Less Time Processing Multiple Invoices.

Spend more time working on more important things. Ask your sales representative or email credit@stephensons.ca to sign up today!