



# Invoice

Bill To:  
 NCLR  
 Doris Cervantes  
 7217 N 20th Dr  
 Phoenix, Arizona 85021

Account ID: 30843  
 Invoice Date: 10/01/2024  
 Invoice #: INV02043043  
 Payment Terms: Due Upon Receipt  
 Due Date: 10/01/2024  
 PO#:

YOUR SUBSCRIPTIONS	SERVICE PERIOD	TOTAL
10,000 Contacts - Pro - Monthly Contract	10/01/2024-10/31/2024	\$80.00

Current invoice subtotal	\$80.00
Taxes	\$6.32
<b>Current invoice total</b>	<b>\$86.32</b>
Payment received	\$86.32
Adjustment	\$0.00
Credit Memo Applied	\$0.00
<b>Current invoice amount due</b>	<b>\$0.00</b>
Previous Balance	\$0.00

<b>Total Account Balance</b>	<b>\$0.00</b>
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**All amounts in USD**

YOUR USAGE	USAGE PERIOD	INCLUDED	USED	TOTAL
Contact overages	09/01/2024-09/30/2024	10,000	4,443	\$0.00

### Your payment method

CreditCard \*\*\*\*\*1003

### Invoice Comments:

To view invoices in your account or to be enrolled in auto payment by credit card, just click the user link at the top right in your Emma account and select [Billing](#).



# Invoice

To process payment via [ACH](#) click here

To download a copy of our W9 click [here](#)

Questions about this bill?

Email us at [billing@myemma.com](mailto:billing@myemma.com)

Cheers!

The Emma Billing Team

Emma Inc.

P.O. Box 737521 Dallas, TX 75373-7521



# Corporate Card Statement of Account

**Sign-up For  
Online Statements**

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
DORIS CERVANTES  
UNIDOS US

Account Number  
XXXX-XXXXX4-91003

Closing Date  
10/28/24

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
10,292.92	134.68	0.00	10,292.92	624.77	<b>490.09 CR</b>	For important information regarding your account refer to page 2.

Credit - Applied against future charges or you may request a refund in accordance with your company's travel policy.

To manage your Account online or to pay your bill, please visit us at [corp.americanexpress.com](http://corp.americanexpress.com). For additional contact information, please see the reverse side of this page.

Do not staple or use paper clips

## Payment Coupon

Account Number 3794-134694-91003

DORIS CERVANTES  
UNIDOS US  
1150 E JEFFERSON ST  
PHOENIX AZ 85034

**Do Not Pay** Payable upon receipt in U.S. Dollars.

**Credit Balance** Enter 15 digit account number on all payments.

**\$490.09CR** Checks or drafts must be drawn against banks located in the U.S.

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS  
PO BOX 96001  
LOS ANGELES CA 90096-8000  
|||

0000379413469491003 100049009000013468 2844

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord or satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

**Authorization for Electronic Payments:** By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electron debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

**In Case of Errors or Questions About Electronic Transfers:** Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



**Manage your Card account online at:**  
americanexpress.com/  
checkyourbill



**For all further inquiries or to pay by phone,** please call the number on the back of your Card.

**If your Card has been lost or stolen,** please call 1-800-528-2122

**International Collect:**  
1-336-393-1111

**Hearing Impaired Services:**  
Dial Relay 711 and  
1-800-528-2122

**Large Print and Braille Statements:**  
1-800-528-2122



**Customer Service**  
P.O. Box 981531  
El Paso, TX  
79998-1531

**Payments**  
PO BOX 96001  
LOS ANGELES CA 90096-  
8000

## Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



Prepared For  
**DORIS CERVANTES**  
 UNIDOS US

Account Number  
 XXXX-XXXXX4-91003

Closing Date  
 10/28/24

**Activity** Date reflects either transaction or posting date

<b>Card Number XXXX-XXXXX4-91003</b>		Reference Code	<b>Amount \$</b>
10/18/24	CORPORATE REMITTANCE RECEIVED 10/18		-10,292.92
10/01/24	CORPORATE CATERERS ( 480-9852021 AZ REF# 12687-118844 4809852021 10/01/24		-624.77 Credit
10/01/24	EMA*EMMA EMAIL MARKE 800-595-4401 TN REF# P-01688743 800-595-4401 10/01/24		86.32
10/23/24	CLDTKN AMAZON MKTPL*KM4EL3E AMZN.COM/BILL W REF# 2MOY5UM61BOO MERCHANDISE 10/22/24		16.27
10/26/24	CLDTKN AMAZON MKTPL*XD4XK9L AMZN.COM/BILL W REF# 3UK9CGZRYKNG MERCHANDISE 10/25/24		9.77
10/28/24	CLDTKN AMAZON.COM*7K5NU6ZN3 AMZN.COM/BILL W REF# 73WIS9LBWDJA MERCHANDISE 10/28/24		22.32
<b>Total for DORIS CERVANTES</b>		New Charges/Other Debits	134.68
		Payments/Other Credits	-10,917.69

