



# Corporate Card Statement of Account

**Sign-up For  
Online Statements**

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

Prepared For  
MANOJ SAXENA  
UNIDOS US

Account Number  
XXXX-XXXXX3-51001

Closing Date  
08/28/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
9,658.38	9,714.56	0.00	9,658.38	0.00	<b>9,714.56</b>

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

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.

▼ Please fold on the perforation below, detach and return with your payment ▼

Do not staple or use paper clips

## Payment Coupon

Account Number 3794-294633-51001

MANOJ SAXENA  
UNIDOS US  
20126 DESERT FOREST  
ASHBURN VA 20147

Payable upon receipt in U.S. Dollars.  
Enter 15 digit account number on all payments.  
**Amount Due \$9,714.56**  
Checks or drafts must be drawn against banks located in the U.S.

Mail Payment to:

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  
|||

0000379429463351001 000971456000971456 2&H

**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  
**MANOJ SAXENA**  
 UNIDOS US

Account Number  
 XXXX-XXXXX3-51001

Closing Date  
 08/28/25

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

Card Number XXXX-XXXXX3-51001		Reference Code	Amount \$
08/14/25	CORPORATE REMITTANCE RECEIVED	08/14	-9,658.38
08/03/25	A1010BUSD01 REDMOND US Z7328XTVU Z7328XTVUYEC 98052 08/03/25 ROC NUMBER Z7328XTVUYEC		1,062.60
08/03/25	MSFT * E0100X28QK 2B MSBILL.INFO WA Z7338XTVT Z7338XTVT8QQ 20036- 08/03/25 COMPUTER DATA PROCESSIN ROC NUMBER Z7338XTVT8QQ		2,675.54
08/03/25	MSFT * E0100X2FHV MSBILL.INFO WA REF# Z72Y8ZYK8CT4 MSBILL.INFO 08/03/25		2,208.00
08/03/25	MSFT * E0100X2G8Y 2B MSBILL.INFO WA Z72Z8ZRCF Z72Z8ZRCF619 20036- 08/03/25 COMPUTER DATA PROCESSIN ROC NUMBER Z72Z8ZRCF619		48.00
08/03/25	CLDTKN A1010BUSD01 MSBILL.INFO U Z72F8ZQAE Z72F8ZQAEZIX 98052 08/04/25 ROC NUMBER Z72F8ZQAEZIX		172.50
08/09/25	CLDTKN MICROSOFT MSBILL.INFO U Z7339BMKO Z7339BMKOU15 98052 08/09/25 ROC NUMBER Z7339BMKOU15		3,547.92
<b>Total for MANOJ SAXENA</b>		New Charges/Other Debits	9,714.56
		Payments/Other Credits	-9,658.38





# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X2FHU  
Due Date: 08/03/2025

**172.50 USD**

**Sold-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States  
Tax ID: 860212873

**Bill-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington dc 20036-4845  
United States

**Service Usage Address**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	172.50
Customer PO Number:		Discounts:	0.00
Order Number:	82d7a521-2599-4fa7-985a-3a3c644dff3	Credits:	0.00
Billing Period:	07/03/2025 - 08/02/2025	Tax:	0.00
Due Date:	08/03/2025	<b>Total:</b>	<b>172.50</b>

**Payment Instructions:** Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
 Invoice Date: 08/03/2025  
 Invoice Number: E0100X2FHU  
 Due Date: 08/03/2025

**172.50 USD**

## Office 365 E3 (Nonprofit Staff Pricing)

### Formula for charges

Licenses in service period X Monthly (or Yearly) price per license X (Days in service period /Total in service period) = Charge

### New charges

These are your charges for the next billing period for your current number of licenses.

Service period	Details	Licenses in service period	Monthly price/license	Days in service period	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
07/03/2025 - 08/02/2025	Monthly subscription charges	30	5.75	31	172.50	0.00	0.00	172.50	0.00 %	0.00	172.50
Subtotal					172.50	0.00	0.00	172.50		0.00	172.50
<b>Grand Total</b>					<b>172.50</b>	<b>0.00</b>	<b>0.00</b>	<b>172.50</b>		<b>0.00</b>	<b>172.50</b>

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X2FHV  
Due Date: 08/03/2025

**2,208.00 USD**

**Sold-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States  
Tax ID: 860212873

**Bill-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington dc 20036-4845  
United States

**Service Usage Address**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	2,208.00
Customer PO Number:		Discounts:	0.00
Order Number:	abb26fe9-8794-430f-86b6-bca5c7fafc09	Credits:	0.00
Billing Period:	07/03/2025 - 08/02/2025	Tax:	0.00
Due Date:	08/03/2025	<b>Total:</b>	<b>2,208.00</b>

**Payment Instructions:** Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X2FHV  
Due Date: 08/03/2025

**2,208.00 USD**

Microsoft Teams Domestic Calling Plan (customers outside US/UK/CA)										
Service period	Days	Qty	Monthly Price	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
07/05/2025 - 08/04/2025*	31	184	12.00	2,208.00	0.00	0.00	2,208.00	0.00 %	0.00	2,208.00
Subtotal				2,208.00	0.00	0.00	0.00		0.00	2,208.00
<b>Grand Total</b>				<b>2,208.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,208.00</b>		<b>0.00</b>	<b>2,208.00</b>

\*In the United States and Puerto Rico, PSTN Services are sold on behalf of Skype Communications US Corporation. The price displayed includes charges for the PSTN Service and all required taxes and fees. See <https://www.microsoft.com/licensing/docs/view/Communications-Services-Tax-Rates-and-Terms> for details.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X2G8Y  
Due Date: 08/03/2025

**48.00 USD**

**Sold-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States  
Tax ID: 860212873

**Bill-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington dc 20036-4845  
United States

**Service Usage Address**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	48.00
Customer PO Number:		Discounts:	0.00
Order Number:	d405bb11-fe63-4fc3-bfdb-c2f697fbd0a8	Credits:	0.00
Billing Period:	07/03/2025 - 08/02/2025	Tax:	0.00
Due Date:	08/03/2025	<b>Total:</b>	<b>48.00</b>

**Payment Instructions:** Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X2G8Y  
Due Date: 08/03/2025

**48.00 USD**

## Microsoft Teams Shared Devices (Nonprofit Staff Pricing)

### Formula for charges

Licenses in service period X Monthly (or Yearly) price per license X (Days in service period /Total in service period) = Charge

### New charges

These are your charges for the next billing period for your current number of licenses.

Service period	Details	Licenses in service period	Monthly price/license	Days in service period	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
07/03/2025 - 08/02/2025	Monthly subscription charges	15	3.20	31	48.00	0.00	0.00	48.00	0.00 %	0.00	48.00
Subtotal					48.00	0.00	0.00	48.00		0.00	48.00
<b>Grand Total</b>					<b>48.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48.00</b>		<b>0.00</b>	<b>48.00</b>

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X28VD  
Due Date: 08/03/2025

**1,062.60 USD**

**Sold-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States  
Tax ID: 860212873

**Bill-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington dc 20036-4845  
United States

**Service Usage Address**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	1,062.60
Customer PO Number:		Discounts:	0.00
Order Number:	69f4230f-984b-4d9f-8d54-1e80d65f1d6b	Credits:	0.00
Billing Period:	07/03/2025 - 08/02/2025	Tax:	0.00
Due Date:	08/03/2025	<b>Total:</b>	<b>1,062.60</b>

**Payment Instructions:** Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X28VD  
Due Date: 08/03/2025

**1,062.60 USD**

## Enterprise Mobility + Security E5 (Nonprofit Staff Pricing)

### Formula for charges

Licenses in service period X Monthly (or Yearly) price per license X (Days in service period /Total in service period) = Charge

### New charges

These are your charges for the next billing period for your current number of licenses.

Service period	Details	Licenses in service period	Monthly price/license	Days in service period	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
07/03/2025 - 08/02/2025	Monthly subscription charges	161	6.60	31	1,062.60	0.00	0.00	1,062.60	0.00 %	0.00	1,062.60
Subtotal					1,062.60	0.00	0.00	1,062.60		0.00	1,062.60
<b>Grand Total</b>					<b>1,062.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,062.60</b>		<b>0.00</b>	<b>1,062.60</b>

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X28QK  
Due Date: 08/03/2025

**2,675.54 USD**

**Sold-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States  
Tax ID: 860212873

**Bill-To**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington dc 20036-4845  
United States

**Service Usage Address**  
UnidosUS  
1126 16th St NW  
Suite 600  
Washington DC 20036-4845  
United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	2,675.54
Customer PO Number:		Discounts:	0.00
Order Number:	e0a8e009-1b37-4d60-82a9-5d66938c312a	Credits:	0.00
Billing Period:	07/03/2025 - 08/02/2025	Tax:	0.00
Due Date:	08/03/2025	<b>Total:</b>	<b>2,675.54</b>

**Payment Instructions:** Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



# Invoice

August 2025  
Invoice Date: 08/03/2025  
Invoice Number: E0100X28QK  
Due Date: 08/03/2025

**2,675.54 USD**

Office 365 E5 (Nonprofit Staff Pricing)										
Service period	Days	Qty	Monthly Price	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
07/03/2025 - 08/02/2025*	31	176	0.80	140.80	0.00	0.00	140.80	0.00 %	0.00	140.80
07/03/2025 - 08/02/2025	31	176	14.40	2,534.40	0.00	0.00	2,534.40	0.00 %	0.00	2,534.40
Subtotal				2,675.20	0.00	0.00	0.00		0.00	2,675.20
Office 365 Extra File Storage (Nonprofit Staff Pricing)										
Service period	Days	Qty	Monthly Price	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
07/23/2025 - 08/02/2025	11	12	0.08	0.34	0.00	0.00	0.34	0.00 %	0.00	0.34
Subtotal				0.34	0.00	0.00	0.00		0.00	0.34
<b>Grand Total</b>				<b>2,675.54</b>	<b>0.00</b>	<b>0.00</b>	<b>2,675.54</b>		<b>0.00</b>	<b>2,675.54</b>

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Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442

Microsoft Corporation  
One Microsoft Way  
Redmond WA 98052  
United States  
FEIN: 91-1144442

**Sold To**  
m365services  
1126 16Th St NW  
Washington  
DC  
20036-4804  
US  
Tax ID: 350-000001962

**Bill To**  
m365services  
1126 16Th St NW  
Washington  
DC  
20036-4804  
US

## Invoice Summary

Billing Profile	m365services UnidosUS
Invoice Number	G106445022
Invoice Date In UTC	08/09/2025

**Total Amount** **USD 3,547.92**  
**Due on 08/09/2025**

Questions on your bill? Visit <https://aka.ms/invoice-billing>

This invoice is for the billing period 07/01/2025 - 07/31/2025

This bill contains the charges for your purchases and services consumed from Microsoft. Find more details about your bill at <https://admin.microsoft.com/Adminportal/Home#/billoverview/invoice-list/G106445022>

## Billing Summary

Charges	3,547.92
Subtotal	3,547.92
Sales Tax (0.00%)	0.00

**Total** **USD 3,547.92**

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

Payment should only be made by Electronic Funds Transfer.  
Do not send any physical payment to any address on this invoice.

## Section Summary

Section Name	Charges (USD)	Total (USD)
m365services UnidosUS	3,547.92	3,547.92

## Details By Section

### m365services UnidosUS

#### Microsoft Azure Support - 1 Month

Purchases Charge Start Date - Charge End Date	Unit Price (USD)	Qty	Charges/ Credits (USD)	Total (USD)
07/02/2025-08/01/2025	100.00	1	100.00	100.00

#### Usage Charges - Microsoft Azure Standard

Purchases Charge Start Date - Charge End Date	Charges/ Credits (USD)	Total (USD)
Storage 07/01/2025-07/31/2025	2,588.88	2,588.88
Networking 07/01/2025-07/31/2025	151.59	151.59
Management and Governance 07/01/2025-07/31/2025	49.99	49.99
Compute 07/01/2025-07/31/2025	657.46	657.46

## Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.