



# 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  
12/28/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
9,900.53	9,910.82	0.00	9,900.53	0.00	<b>9,910.82</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

**Amount Due  
\$9,910.82**

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

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 000991082000991082 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  
 12/28/25

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

Card Number	XXXX-XXXXX3-51001	Reference Code	Amount \$
12/12/25	CORPORATE REMITTANCE RECEIVED 12/12		-9,900.53
12/03/25	CLDTKN AMAZON.COM*BI81J71C2 AMZN.COM/BILL W REF# 39HAOCHZ2KSW MERCHANDISE 12/03/25		20.09
12/03/25	CLDTKN A1010BUSD01 MSBILL.INFO U Z738GHNRZ Z738GHNRZPCQ 98052 12/04/25 ROC NUMBER Z738GHNRZPCQ		2,915.20
12/03/25	CLDTKN A1010BUSD01 MSBILL.INFO U Z734GIDB0 Z734GIDB0R62 98052 12/04/25 ROC NUMBER Z734GIDB0R62		48.00
12/03/25	CLDTKN A1010BUSD01 MSBILL.INFO U Z733GHUFS Z733GHUFSI85 98052 12/04/25 ROC NUMBER Z733GHUFSI85		2,208.00
12/03/25	A1010BUSD01 REDMOND US Z734GIVMA Z734GIVMAG9P 98052 12/04/25 ROC NUMBER Z734GIVMAG9P		1,108.80
12/03/25	CLDTKN A1010BUSD01 MSBILL.INFO U Z732GI271 Z732GI271XYW 98052 12/04/25 ROC NUMBER Z732GI271XYW		172.50
12/06/25	CLDTKN AMAZON.COM*BI82G5E50 AMZN.COM/BILL W REF# 58A08TSYSZB4 MERCHANDISE 12/05/25		88.55
12/08/25	MICROSOFT MSBILL.INFO US Z73BGTGC0 Z73BGTGC09ML 98052 12/09/25 ROC NUMBER Z73BGTGC09ML		3,349.68
<b>Total for MANOJ SAXENA</b>		New Charges/Other Debits	9,910.82
		Payments/Other Credits	-9,900.53



# Order Summary

Order placed December 1, 2025    Order # 113-8575507-5937014

<b>Ship to</b> Manoj Saxena 1126 16TH ST NW WASHINGTON, DC 20036-4804 United States	<b>Payment method</b> American Express ending in 1001 <a href="#">View related transactions</a>	<b>Order Summary</b> Item(s) Subtotal: \$11.96 Shipping & Handling: \$6.99 Total before tax: \$18.95 Estimated tax to be collected: \$1.14 <b>Grand Total: \$20.09</b>
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## Delivered December 8

Package was left inside the residence's mailbox



Scotch Heavy Duty Shipping Packing Tape, Clear, Holiday Shipping Supplies, 1.88 in. x 22.2 yd., 6 Tape Rolls with 1 Dispenser

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through January 31, 2026

\$11.96



# Invoice

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y595F  
Due Date: 12/03/2025

**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:	11/03/2025 - 12/02/2025	Tax:	0.00
Due Date:	12/03/2025	<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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y595F  
Due Date: 12/03/2025

**2,208.00 USD**

Microsoft Teams Domestic Calling Plan										
Service period	Days	Qty	Monthly Price	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
11/05/2025 - 12/04/2025*	30	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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y54R8  
Due Date: 12/03/2025

**2,915.20 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:	2,915.20
Customer PO Number:		Discounts:	0.00
Order Number:	e0a8e009-1b37-4d60-82a9-5d66938c312a	Credits:	0.00
Billing Period:	11/03/2025 - 12/02/2025	Tax:	0.00
Due Date:	12/03/2025	<b>Total:</b>	<b>2,915.20</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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y54R8  
Due Date: 12/03/2025

**2,915.20 USD**

Office 365 E5 (Nonprofit Staff Pricing)										
Service period	Days	Qty	Monthly Price	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
11/03/2025 - 12/02/2025*	30	176	0.80	140.80	0.00	0.00	140.80	0.00 %	0.00	140.80
11/03/2025 - 12/02/2025	30	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
11/03/2025 - 12/02/2025	30	3000	0.08	240.00	0.00	0.00	240.00	0.00 %	0.00	240.00
Subtotal				240.00	0.00	0.00	0.00		0.00	240.00
<b>Grand Total</b>				<b>2,915.20</b>	<b>0.00</b>	<b>0.00</b>	<b>2,915.20</b>		<b>0.00</b>	<b>2,915.20</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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y53VW  
Due Date: 12/03/2025

**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:	11/03/2025 - 12/02/2025	Tax:	0.00
Due Date:	12/03/2025	<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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y53VW  
Due Date: 12/03/2025

**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
11/03/2025 - 12/02/2025	Monthly subscription charges	15	3.20	30	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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y595E  
Due Date: 12/03/2025

**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:	11/03/2025 - 12/02/2025	Tax:	0.00
Due Date:	12/03/2025	<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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y595E  
Due Date: 12/03/2025

**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
11/03/2025 - 12/02/2025	Monthly subscription charges	30	5.75	30	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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y595D  
Due Date: 12/03/2025

**1,108.80 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:	1,108.80
Customer PO Number:		Discounts:	0.00
Order Number:	69f4230f-984b-4d9f-8d54-1e80d65f1d6b	Credits:	0.00
Billing Period:	11/03/2025 - 12/02/2025	Tax:	0.00
Due Date:	12/03/2025	<b>Total:</b>	<b>1,108.80</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

December 2025  
Invoice Date: 12/03/2025  
Invoice Number: E0100Y595D  
Due Date: 12/03/2025

**1,108.80 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
11/03/2025 - 12/02/2025	Monthly subscription charges	168	6.60	30	1,108.80	0.00	0.00	1,108.80	0.00 %	0.00	1,108.80
Subtotal					1,108.80	0.00	0.00	1,108.80		0.00	1,108.80
<b>Grand Total</b>					<b>1,108.80</b>	<b>0.00</b>	<b>0.00</b>	<b>1,108.80</b>		<b>0.00</b>	<b>1,108.80</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

# Order Summary

Order placed December 3, 2025    Order # 113-8656169-7742609

<b>Ship to</b> Manoj Saxena 1126 16TH ST NW WASHINGTON, DC 20036-4804 United States	<b>Payment method</b> American Express ending in 1001 <a href="#">View related transactions</a>	<b>Order Summary</b> Item(s) Subtotal: \$83.55 Shipping & Handling: \$6.99 Free Shipping: -\$6.99 Total before tax: \$83.55 Estimated tax to be collected: \$5.00 <b>Grand Total: \$88.55</b>
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## Delivered December 8

It was handed directly to a receptionist or someone at a front desk.



### [Apple USB-C to Lightning Cable \(2 m\)](#)

Sold by: [Amazon Resale](#)

Supplied by: Other

Condition: Used - Mint

5

Return or replace items: Eligible through January 15, 2026

\$16.71

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	G127991427
Invoice Date In UTC	12/09/2025

**Total Amount** **USD 3,349.68**  
**Due on 12/09/2025**

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

This invoice is for the billing period 11/01/2025 - 11/30/2025

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/G127991427>

## Billing Summary

Charges	3,349.68
Subtotal	3,349.68
Sales Tax (0.00%)	0.00

**Total** **USD 3,349.68**

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	3,349.68	3,349.68

## 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)
11/02/2025-12/01/2025	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 11/01/2025-11/30/2025	2,581.01	2,581.01
Networking 11/01/2025-11/30/2025	146.60	146.60
Management and Governance 11/01/2025-11/30/2025	21.00	21.00
Compute 11/01/2025-11/30/2025	501.07	501.07

## 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.