

HOW TO READ YOUR NEW GUARDIAN UTILITY BILL

The top portion of your Guardian bill is a detachable **Payment Coupon**. It includes the following:

- 1** The **Total Amount Due** and **Due Date** appears in the upper right corner. Be sure to fill in your **payment amount** and return payment with the remittance coupon. For your convenience, a return envelope will be included with your monthly bill.
- 2** This is your **Account Number**. If you need to contact us, please have your account number ready.
- 3** Make sure the **remittance address** shows through the window on the return envelope.

The bottom portion of your Guardian bill is your **Payment Record**. Please retain this for future reference. Your Payment Record includes the following information.

- 4** This section of your payment record includes the service address, billing date, your account number and invoice number.
- 5** The billing period and meter readings are shown here.
- 6** If a billing code appears here, please follow the written instructions.
- 7** Occasionally we may need to communicate information to you. These messages will be shown here.
- 8** A detailed record of charges appears in this section of your bill.
- 9** You can find more information on billing services, payment options and utility conservation tips at our web site www.guardianwp.com.

Guardian Water & Power®
 1160 Goodale Blvd
 Columbus, Ohio 43212
 (614) 291-3141 phone
 (800) 444-9283 toll free
 (614) 291-4770 fax
www.guardianwp.com

Invoice Number: 123456

JANE DOE
 123 MAIN ST
 COLUMBUS, OH 12345

Total Amount Due	\$35.43
1 Due Date	4/26/2006
Amount Enclosed	

2 Account # 999999-999999

Make Checks Payable and Send to:

3 GUARDIAN WATER AND POWER
 1160 GOODALE BLVD
 COLUMBUS, OH 43212

Please cut on dotted line and return top portion with your payment

4 Service Address:
123 MAIN ST COLUMBUS, OH 12345

Billing Date:
4/12/2006

Account Number:
999999-999999

Invoice Number:
123456

Billing Period		Readings		Usage:	
From:	To:	From:	To:		
Water: 2/13/2006	3/14/2006	29	33200	33930	730 CF

Billing Codes

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CHARGES

Previous Charges	
Account Balance on Last Bill:	\$67.98
Payment Received:	\$67.98
Thank You!	
Previous Balance:	\$0.00
Current Charges	
Water:	\$15.06
Sewer:	\$20.37
<p style="font-size: 2em; font-weight: bold; margin: 0;">8</p>	
Current Charges Due:	\$35.43

Messages

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* an agent for property owner