IRON MOUNTAIN®

UNDERSTANDING YOUR INVOICE

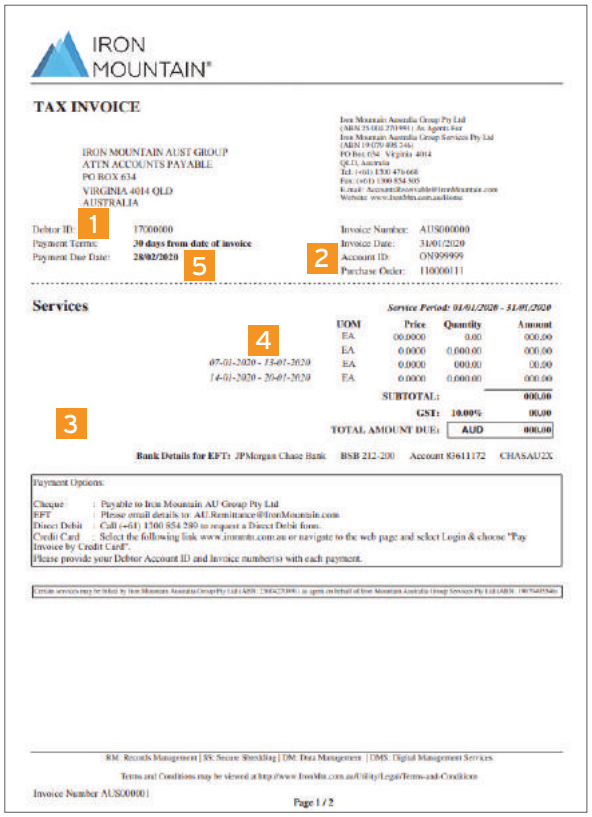
Your new invoice layout is designed to be easy to read. The number key explains the various sections and entries of a typical invoice (as shown).

Please note that the first page of your invoice clearly indicates the Service Charges along with Invoice Number, Payment erms, Due Date as well as Contact Information. When paying your invoice, please provide your Debtor Account ID and Invoice number(s) with each payment.

For more information about how to read your invoice, please contact us:

(AU) 1300 476 668 (NZ) 0800 732 255

accountsreceivable@ironmountain.com



IRON MOUNTAIN®

TAX INVOICE

IRON MOUNTAIN AUST GROUP
ATTN ACCOUNTS PAYABLE
PO BOX 634
VIRGINIA 4014 QLD
AUSTRALIA

Debtor ID: 1 17000000
Payment Terms: 30 days from date of invoice
Payment Due Date: 28/02/2020 5

Invoice Number: AUS000000
Invoice Date: 31/01/2020
Account ID: 2 ON999999
Purchase Order: 110000111

Services

Service Period: 01/01/2020 - 31/01/2020

	UOM	Price	Quantity	Amount
4	EA	00.0000	0.00	000,00
07-01-2020 - 13-01-2020	EA	0.0000	0,000.00	000,00
14-01-2020 - 20-01-2020	EA	0.0000	000.00	00,00
	EA	0.0000	0,000.00	000,00
		SUBTOTAL:		000,00
		GST:	10.00%	00,00
3		TOTAL AMOUNT DUE:	AUD	000,00

Bank Details for EFT: JPMorgan Chase Bank BSB 212-200 Account 83611172 CHASAU2X

Payment Options:
Cheque : Payable to Iron Mountain AU Group Pty Ltd
EFT : Please email details to AU.Remittance@IronMountain.com
Direct Debit : Call (+61) 1300 854 280 to request a Direct Debit form.
Credit Card : Select the following link www.ironmtn.com.au or navigate to the web page and select Login & choose "Pay Invoice by Credit Card".
Please provide your Debtor Account ID and Invoice number(s) with each payment.

RM: Records Management | SS: Secure Shredding | DM: Data Management | DMS: Digital Management Services
Terms and Conditions may be viewed at http://www.IronMtn.com.au/Utility/Legal/Terms-and-Conditions

Invoice Number AUS00001 Page 1 / 2

1 DEBTORS ID

- Previously known as 'Customer Billing Number'. This is now located above your payment terms.

2 ACCOUNT ID

- Previously known as 'Service Account' - this is now located below your invoice number.

3 SERVICE DESCRIPTION

- Your service description will now include the below prefix.

Prefix	Description
A	Activity
CL	Clerical
CO	Courier/Transport
D	Destruction
DM	Data Management
DP	Doc Prep
IM	Scanning
IN	Indexing
ME	Media
MF	Mail Facility
MI	Misc
O	Other
P	Product Sales
PR	Programming/Setup
R	Rental
RE	Report
RM	Records Management
RV	ReView
S	Service
T	Transport

4 STORAGE PERIOD

- For Records and Data Management customers. This is now located in the middle section of your invoice, next to your service descriptions.

5 PAYMENT DUE DATE

- We now provide you with your payment due date, in addition to your payment terms.

6 WORK ORDER NUMBER

- This number is now located on the detailed report starting from page 2 for customers with multiple accounts.

Additional Detailed Invoice Report
A detailed Invoice report is also provided with your invoice. This report contains additional detail information including Service Account Address and your IM Order Number.