

How to Read an Invoice

USER GUIDE

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apeiron.io

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This guide outlines and explains all sections of the Apeiron invoice from beginning to end. This guide should address customer invoice questions to be answered quickly and efficiently at first contact.

Please note not all listed sections below will be on each customer invoice. The invoice sections will depend on the customer's active products.

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How to Read an Invoice

This is a representation of a current bill and may vary from your actual bill. If you have additional questions, please contact **support@apeiron.io**.

Invoice Overview

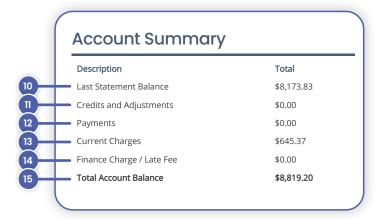


- Account Number- a set of six unique numerals assigned to each individual customer account. This is important information to identify the customer and ensures payments are applied to the correct customer.
- Invoice Date date when the invoice was generated and the Apeiron customer received their billing statement.
- Total Amount Due full account balance due at the time of invoice generation. Includes previous unpaid invoice charges and current invoice charges.
- 4. Invoice Number a set of six unique numerals assigned to each individual billing statement. This is important information to identify which invoice the customer is looking at and is used to apply payments to the designated invoice.

- Due Date date of when the current charges are due by.
- Amount Enclosed area customer indicates remittance payment submitted for check payments through the mail.
- 7. New Billing Address instructions for the customer to follow on contacting Apeiron when their billing address needs updated. Usually is for when a customer moves to a new location.
- Billing Address customer's location connected to their payment method.
- Remit Payment To lockbox address that check payments should be mail to. All check payments are mailed to the same lockbox. That address will never be different.



Account Summary



- Last Statement Balance total charges for the previous month's invoice
- Credits and Adjustments financial entry decreasing the account balance for usually incorrect billed charges
- **12. Payments** remittance amount/amounts received since previous month's invoice date
- **13.** Current Charges total amounts for unpaid previous invoices along with the present invoice
- 14. Finance Charge/Late Fee penalty customer is charged on a past due invoice/invoices
- 15. Total Account Balance sum of all unpaid previous invoices, current invoice, credits, and payments. (Last Statement Balance, Credits and Adjustments, Payments, Current Charges, and Finance Charge/Late Fee)

Payment Information



- 16. For Payments via Wire or ACH banking information for customers to submit wire and ACH payments to
- 17. For Payments sent via check remittance address for customers to mail check payments to

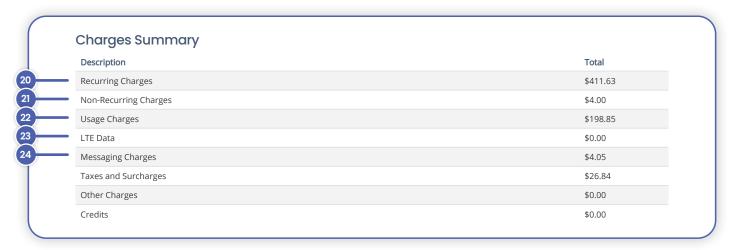




Contact Information

- 18. Customer Service Apeiron toll free number, extension, and email information for customers to correspond with Apeiron's Customer Service
- 19. Billing Inquires Apeiron toll free number, extension, and email information for customers to correspond with Apeiron's Billing Department for invoicing questions

Charges Summary



- **20. Recurring Charges** pre-arranged monthly subscription that automatically charges every invoice. Also known as Monthly Recurring Charge (MRC) which is the cost of the customer's selected monthly Apeiron services.
- 21. Non-recurring Charges one-time expense on the current invoice. Usually related to activation cost, equipment or SIM costs.
- **22.** Usage Charges costs related to voice usage based on the Apeiron service.
- 23. LTE Data data overage charges for SIMs active on the LTE Network. Overage is charged when the data usage went over the allotted amount.
- **24. Messaging Charges** costs related to SMS (Short Message Service) and MMS (Multimedia Messaging Service). Customer is charged per inbound and outbound message.

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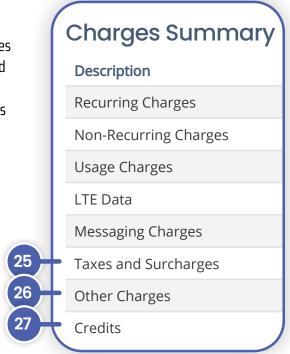
How to Read an Invoice

There are several fees associated with telephone service that may not be familiar to you. The following descriptions will provide information about many of the taxes and surcharges that may appear on your bill. We continually update tax and surcharge rate information in accordance with local, state, and federal laws and guidelines.

If there are any additional items on your bill that you don't understand, please contact **support@apeiron.io**.

- 25. Taxes and Surcharges taxes are the financial charges on the cost of goods imposed on the taxpayer by the government. Surcharges are extra fees charged by a merchant. All applicable taxes are charged federal, state, and local based off of the customer's service address.

 Taxes & Surcharges Summary have a breakout on what exactly shows for the Apeiron invoice
- a. Federal Subscriber Line Charge FCC sanctioned charge to provide for recovery of costs related to delivering long distance calls to the local telephone network.
- **b. Universal Service Fund Surcharge** A surcharge imposed by the FCC, designed to keep telephone service affordable in rural and high-cost areas.
- c. State Universal Service Fund Surcharge A surcharge imposed by some states to provide telecommunications discounts for schools, libraries, rural health care providers, hearing impaired, and low-income consumers.
- d. Local Number Portability Charge FCC sanctioned charge to provide for recovery of costs related to maintaining customers' existing telephone numbers when they change telephone service providers.
- **e. Federal Excise Tax** The telephone excise tax is imposed by the federal government. Fed Excise Tax applied to most telecommunication services.
- f. Poison Control Surcharge A surcharge imposed by some states to provide funding for poison control centers that provide information on poisoning issues.
- g. State, County or City Tax A tax that may apply to all or some charges and varies by state and/or jurisdiction. It usually takes the form of a sales tax.
- h. State or Local 911 Fee A monthly charge to support E911 service that connects callers to police, fire and other emergency providers. This charge provides for the maintenance and upgrade of emergency communications.
- Relay Service Surcharge A surcharge imposed by some states to fund telecommunications service for individuals who are speech or hearing impaired.



- 26. Other Charges extra expenses customer is charged that is not specifically tied to an Apeiron product. Usually is for technical and support service calls. Could also be for independent shipping charges.
- **27. Credits** dollar amount applied to account that will reduce total balance such as for incorrect billing.



Recurring Charges

Recurring Charges Summary Description MPLS Network Access with DIA - 100Mbps Etheri LTE SIM Card - Flat Rate - 8Mbps x 8Mbps DID - New LTE SIM Card - Multi-Carrier LTE Data Pool - 5GB TFN - New LTE SIM Card - 1GB - ATT DID - Ported DID-Intl-United KingdomN SMS Feature TFN - Ported DID-Intl-United KingdomG WebRTC Endpoint Call Procedures Feature Fax Feature MMS Feature LTE Data Pool - 1GB SIP Trunk Bidirectional **CNAM Outbound Feature** Number Feature SIP Trunk SIP Endpoint Call Forwarding Feature SIP Trunk Inbound SIP Trunk Outbound

- **28. Recurring Charges Summary** breakout showing all the customer's recurring charges for the current invoice.
- Call Forwarding Feature redirects the call to another destination.
- b. Call Procedures Feature- allows for a custom message to be played when the customer's DID is dialed
- CNAM Inbound Feature Caller ID Name (CNAM) is used in US-based telephone networks to provide name identification of the calling party. The CNAM information is a component of Caller ID. It refers to the Caller ID Name that is displayed on an incoming phone call. Customers are charged an MRC per line with this feature. The inbound means that the Apeiron customer is receiving a call.
- d. CNAM Outbound Feature Caller ID Name (CNAM) is used in US-based telephone networks to provide name identification of the calling party. The CNAM information is a component of Caller ID. It refers to the Caller ID Name that is displayed on an incoming phone call. Customers are charged an MRC per line with this feature. The outbound means that the Apeiron customer is making a call.
- e. DID Direct Inward Dial (DID) is a virtual number that routes calls to existing telephone lines. It allows for direct numbers to be assigned without the need for a physical phone line. Customers are charged an MRC per DID.
 - New DIDs means the DID is a new number for the customer.
 They didn't have this DID active before with Apeiron or through another carrier.
 - **ii. Ported DID** means the customer had the DID active on another carrier and wants to move the DID to Apeiron's network.
 - iii. International DIDs will have the country name after DID. This means the number is provisioned to be a local number for that country.
- E911 Feature Enhanced 911 (E911) allows for 911 dispatchers to automatically receive the caller's location. The caller's address will display on the emergency operator's screen unlike the basic 911 service where the caller must tell the operator their location. Customers are charged an MRC per line with this feature.





Recurring Charges Summary Description MPLS Network Access with DIA - 100Mbps Etheri LTE SIM Card - Flat Rate - 8Mbps x 8Mbps DID - New LTF SIM Card - Multi-Carrier LTF Data Pool - 5GB TFN - New LTE SIM Card - 1GB - ATT DID - Ported DID-Intl-United KingdomN SMS Feature TFN - Ported DID-Intl-United KingdomG WebRTC Endpoint Call Procedures Feature Fax Feature MMS Feature LTE Data Pool - 1GB SIP Trunk Bidirectional **CNAM Outbound Feature** Number Feature SIP Trunk SIP Endpoint Call Forwarding Feature SIP Trunk Inbound SIP Trunk Outbound

- g. Fax Feature allows for the product to send a scanned document electronically
- h. MPLS Network Access Multiprotocol Label Switching (MPLS) is a routing technique in telecommunications networks that directs data from one node to the next based on short path labels rather than long network addresses, thus avoiding complex lookups in a routing table and speeding traffic flows. The plan amount will be listed after the product name. Customers are charged an MRC for this product.
- i. LTE Data Pool Long Term Evolution (LTE) is a wireless broadband communication for mobile devices and data terminals. Routers are an example of a device that would be activated on LTE Data. The plan amount will be listed after the product name. That is how much allotted data the customer has. Customers are charged an MRC per line activated with LTE Data.
- LTE Router Lease The customer is leasing their router from Apeiron and this is where the customer is charged monthly for the device. The customer will have an MRC per each leased device.
- k. LTE SIM Card Subscriber Identification Module (SIM) is a smart card that is used for provisioning the device. The SIM is inserted into the device and the device will not have service without an active SIM. The SIM's carrier will be listed after the product name. Verizon, AT&T, T-Mobile or Multi-Carrier are the different carriers. The customer will be charged an MRC for each active SIM.
- MMS Multimedia Messaging Service (MMS) is a message that includes multimedia contact such as a picture message or videos.
- m. POTs Plain Old Telephone Service (POTs) is a traditional analog phone with copper wires connected to a standard telephone. POTs allows to make calls through a fixed/dedicated line.

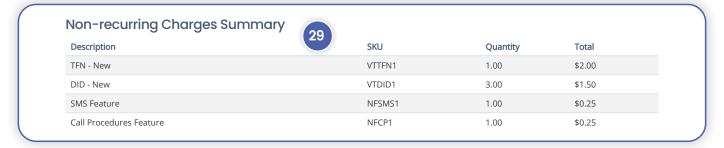


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- SIP Endpoint In reference to URLs. Customer's gateway is an endpoint.
- SIP Trunk Features- These are the SIP Trunk DIDs which are charged an MRC. Features would be things such as E911 and CNAM.
- p. SIP Trunk Session Initiation Protocol (SIP) is a version of VOIP that is designed to make and deliver phone calls. Interconnected from end to end.
 - Bidirectional SIP Trunk means the trunk can receive inbound and outbound calls. This product will show under Recurring Charges but doesn't have an MRC.
 - ii. Inbound SIP Trunk means the trunk can only receive incoming calls
 - iii. Outbound SIP Trunk means the trunk can only receive outgoing calls
- q. SMS Short Message Service (SMS) is a text messaging service that allows for wireless devices to exchange messages through a cellular signal instead of an internet connection.
- TFN Toll Free Number (TFN) is a telephone number with distinct three-digit code that can be dialed from landlines with no charge to the person placing the call. A TFN will start with 800, 888, 877, 866, 855, 844 or 833.
 - New TFN TFN is a new number for the customer. They didn't have this TFN active before with Apeiron or through another carrier.
 - ii. Ported TFN Customer had the TFN active on another carrier and wants to move the TFN to Apeiron's network.
 - iii. International TFN Has the country name after TFN. This means the number is provisioned to be a local number for that country.
- s. WebRTC Endpoint Web Real-Time Communication (WebRTC) is both an open-source project and specification that enables real-time media communications like voice, video, and data transfer natively between browsers and devices

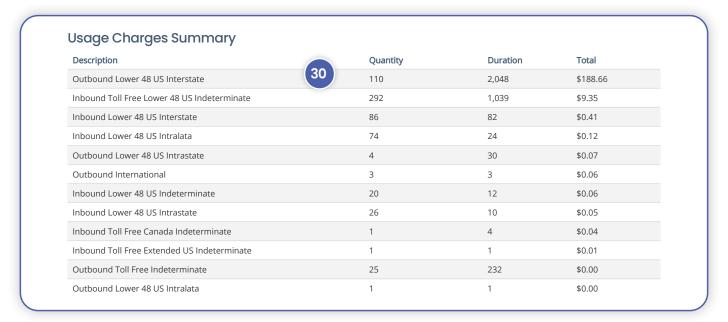


Non-recurring Charges



29. Non–recurring Charges Summary - breakout showing all of the customer's recurring charges for the current invoice.

Usage Charges

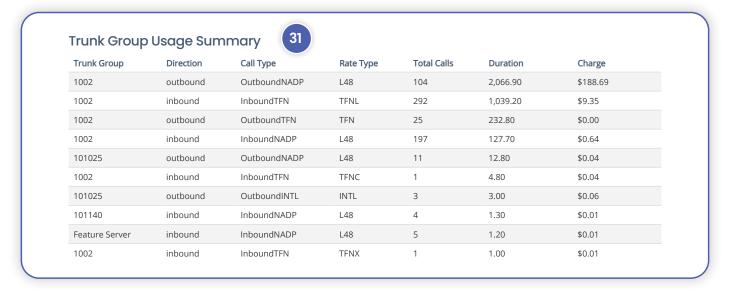


30. Usage Charges Summary - breakout showing the customer's voice usage for the current invoice. Current list of all Usage Charges Summaries on the Apeiron invoice along with descriptions can be found below.

Usage Charges Summaries >



Trunk Group Usage Summary



31. Trunk Group Usage Summary - breakout showing the customer's SIP Trunk usage for the current invoice. Duration is the totals of the call. The charge is the total duration multiplied by the customer's usage rate.

Messaging Charges Summary



32. Messaging Charges Summary - breakout showing the customer's messaging usage for the current invoice. The total is the quantity of messages multiplied by the customer's message rate.



Taxes and Surcharges Summary



33. Taxes & Surcharges Summary - breakout showing the customer's taxes and surcharges for the current invoice. Current list of all Taxes and Surcharges on the Apeiron invoice along with descriptions can be found below.

Taxes and Surcharges >

Non-recurring Charges Details



34. Non-recurring Charges Details - lists all lines with the products that have a non-recurring charge. Will have the DID, product type, and/or feature, date added, quantity, and total charge.



Recurring Charges Details



35. Recurring Charges Detail - lists all lines with the products that have a monthly recurring charge. Will have the DID, product type, and/or feature, billing period, quantity, and total charge.

LTE Data Charges Details



36. LTE Data Charges Details - lists the ICCID (SIM Number) with each usage date, MB used, and data overage charge. A \$0.00 charge means the usage for that specific usage date was not over the customer's allotted data.