



variverge  
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variverge.com  
1.888.288.6693



# INVOICE

BILL TO



INVOICE



DATE

08/11/2025

TERMS

Net 30

DUE DATE

09/10/2025

QTY	DESCRIPTION	RATE	AMOUNT
1	Postage Deposit - Tax Statments	68,000.00	68,000.00
SUBTOTAL			68,000.00
TAX			0.00
TOTAL			68,000.00
BALANCE DUE			<b>\$68,000.00</b>





August 11, 2025

Dear Customer,

We hope this letter finds you well. Tax Season is upon us, and we look forward to serving you this year.

Enclosed you will find a postage invoice for your tax statements that will be mailed in the coming weeks. We are required to pay all postage directly to the United States Post Office at the time of mailing. As you can imagine, the amount of postage that we pay this time of year is significant.

We request that you make payment on this invoice as soon as possible so we can mail your statements in a timely fashion.

When we have completed the mailing of your tax statements, we will invoice you for our services and the actual postage used. We will reduce the *total invoice* by the amount of the postage prepayment that we have received from you.

Should you have any questions, please contact either Melody Westlake, Controller/HR Manager at [REDACTED] or McKenzie Parker at [REDACTED]

Thank you for your business.

Sincerely,

Melody Westlake  
Controller/HR Manager  
VariVerge, LLC