

Utility Bill Summary

Date: [Insert Date]

Account Holder: [Insert Account Holder Name]

Account Number: [Insert Account Number]

Billing Period: [Insert Billing Period]

Description	Previous Reading	Current Reading	Usage	Rate	Total
Electricity	[Previous Reading]	[Current Reading]	[Usage] kWh	[\$Rate]	[\$Total]
Water	[Previous Reading]	[Current Reading]	[Usage] gallons	[\$Rate]	[\$Total]

Subtotal: [\$Subtotal]

Taxes: [\$Taxes]

Total Due: [\$Total Due]

If you have any questions regarding this bill, please contact our customer service at [Insert Contact Information].

Thank you for your prompt payment.