



# Understanding Your Invoice

**CITY OF BOTHELL**

Include top stub with your payment. This will assure timely posting to your account.

Your invoice number

Use your customer number to access your account at [recologycleanscapes.com](http://recologycleanscapes.com)

Please pay by this date.

117 S Main, Suite 300  
Seattle, WA 98104  
206.767.3322

**Recology CleanScapes**  
WASTE ZERO

123 Your Street - BOTHELL  
Total Due: \$55.54

Invoice Date: 2/1/2015  
Invoice Number: 0000012345  
Customer Number: 053057  
Please Pay By: 2/28/2015

JOHN O CUSTOMER  
123 YOUR STREET  
BOTHELL, WA 98011

RECOLOGY CLEANSCAPES  
PO BOX 34260  
SEATTLE, WA 98124-1260

RETURN THIS PORTION WITH YOUR PAYMENT

QUESTIONS: 425.453.0220

Invoice Date	Invoice Number	Customer Number	Service Address	Please Pay By	Total Due
2/1/2015	0000012345	053057	123 YOUR STREET BOTHELL	2/28/2015	\$55.54

Summary of Charges as of 2/1/2015

Previous Balance:	\$55.54
Payments & Adjustments: Thank You	-\$5.54
Past Due Amount:	0.00
Current Charges (Please Pay by 2/28/2015)	\$5.54
<b>Total Amount Due:</b>	<b>\$55.54</b>

Payments and Adjustments

Payment - #005809 [11/14/2014]	Amount
	\$55.54
<b>TOTAL PAYMENTS and ADJUSTMENTS</b>	<b>-\$55.54</b>

Current Charges

Quantity	Description	Billing Period	Collection Frequency	Unit Cost	Total Amount
1	32 GALLON GARBAGE - RESIDENTIAL	1/1/2015-3/31/2015	Weekly	16.12	\$48.36
1	96 GALLON YARD WASTE - RESIDENTIAL	1/1/2015-3/31/2015	Weekly	0.00	0.00
1	96 GALLON RECYCLING - RESIDENTIAL	1/1/2015-3/31/2015	Weekly	0.00	0.00
	KING COUNTY HAZ WASTE SURCHARGE	1/1/2015-3/31/2015		1.08	3.24
	WASHINGTON STATE REFUSE TAX				1.52
	CITY UTILITY TAX				2.42
	<b>TOTAL CURRENT CHARGES</b>				<b>\$55.54</b>

**NEW INVOICE SCHEDULE**

THIS INVOICE IS FOR JANUARY, FEBRUARY AND MARCH SERVICES.  
RESIDENTIAL CUSTOMERS WILL BE BILLED EVERY 3 MONTHS.

Residential customers will be billed every three months.

This section shows recent payments and/or credits that have been applied to your account.

Description of service level and billable charges. See below for explanations of account fees.

Send payment to this address.

Service Address (may be different from billing address)

The service period billed on this invoice.

Monthly Message

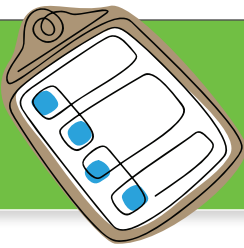
Residential customers are billed every 3 months. See back of invoice for additional information regarding your service, billing, and payments.

### Explanation of Taxes

- ▶ **King County Hazardous Waste Surcharge** fee is collected by King County and used to fund the Hazardous Wastemobile and Factoria Household Hazardous Waste Drop-Off Service.
- ▶ **Washington State Refuse Tax** funds are used to provide financial assistance to local governments for repair and maintenance of public works projects.

### Online Account Management

- ▶ You may choose to receive your invoice via email, view your service day, request changes, or view your account online. Please see reverse side for more information.



# Website Information & Online Account Management

CITY OF BOTHELL

The following tools and information are always available on the Recology CleanScapes website. Visit [recologycleanscapes.com/bothell](http://recologycleanscapes.com/bothell) to:

- ▶ Submit online forms to request service changes:
  - » Modify your service level to fit your container size needs
  - » Report a missed collection
  - » Request a vacation hold
  - » Schedule a bulky or special recycling item collection
- ▶ Look up your collection schedules
- ▶ Read FAQs on billing and payments
- ▶ Research what you can recycle and compost
- ▶ Find information on community programs and upcoming events

In addition, registering your account online gives you the control to manage your account any time, day or night. Through the customer portal you can:

- ▶ View current or past invoices and payments in a user friendly format
- ▶ Help the environment by setting your account for paperless billing
- ▶ Sign up for e-billing, auto-deduction or automatic credit card payments

It's quick and easy to register. Just follow these simple steps:

**1. Go to [recologycleanscapes.com](http://recologycleanscapes.com):**

Hover over the "Login" link at the top of the page and select Bothell customers from the drop down list.

**2. Register your account:**

Click where it says "Click here to register." Complete the form including your customer number and either the phone number listed for the account or a recent invoice number. Your account number can be found on your Recology CleanScapes invoice. If you do not have an invoice handy, or you need to update your phone number, call Customer Service at 425.453.0220. When you have completed the form, click "Register."

**3. Check your email:**

A confirmation will be emailed to you. Open this email and click on the hyperlink to confirm your registration.

**4. Login:**

You can now return to the login page and use your newly registered username and password to login to your account.

Visit [recologycleanscapes.com/bothell](http://recologycleanscapes.com/bothell) to access your account online today!