

LINC 2 – February Writing Assessment

 City of Richmond 6911 No. 3 Road, Richmond, BC V6Y 2C1 Tel: 604-276-4145 Fax: 604-276-4128 Office Hours: 8:15 a.m. – 5:00 p.m. www.richmond.ca		Flat Rate Utility Bill				
ACCT NUMBER: 123456 ACCESS CODE: 12345678 DUE DATE: Feb 12, 20XX	BILLING PERIOD: Jan 1, 20XX TO: Dec 31, 20XX BILLING DATE: Feb 12, 20XX					
NAME: SMITH, JOHN FOR SERVICE AT: 12345 RICHMOND ROAD ACCOUNT TYPE: REGULAR - HOUSE		FOLIO: 123-456-789	ROUTE: 1000			
<table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION</th> <th>AMOUNT</th> </tr> </thead> <tbody> </tbody> </table>		DATE	DESCRIPTION	AMOUNT		
DATE	DESCRIPTION	AMOUNT				

You received this bill from the city of Richmond to pay your utilities (water, sewer, garbage & recycling).

Account number: 123456 Due date: Feb. 12, 2022 Amount \$1416.35

Please write a cheque to pay the bill.

JOHN SMITH 123 MAIN ST TORONTO ON	184
PAY TO THE ORDER OF _____	\$
CIBC Canadian Imperial Bank of Commerce 2 BLOOR STREET WEST TORONTO, ONTARIO M4W 2G7	100 DOLLARS DEPOSIT ACCOUNT
MEMO _____	
⑈ 184 ⑈ ⑆00502⑈010⑆ 70⑈5555 ⑈	