

YOUR LOGO

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STATEMENT DATE	PERIOD (FROM - TO)	ACCOUNT / CUSTOMER NO.	CURRENCY

FROM	TO (CUSTOMER)
Business name	Customer name
Address	Address
Phone / email	Contact / phone
Tax reg. no.	Email

Date	Reference (invoice / payment / credit no.)	Description	Debit (invoiced)	Credit (paid)	Balance
		Opening balance			
Totals / closing balance					

Ageing Summary (Amount Due)					
Current	1–30 days	31–60 days	61–90 days	90+ days	Total due

PAYMENT INSTRUCTIONS			
BANK NAME	ACCOUNT NAME	ACCOUNT NO. / IBAN	REFERENCE TO QUOTE

Please check this statement and tell us about any difference within 14 days. Thank you for your business.