[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Customer Statement

A statement of account for one customer: opening balance, invoices issued, receipts received, and the amount now due.

Customer details

Customer: _____ Account number: _____
Address: _____ Statement period: [Start date] to [End date]
Currency: _____ Payment terms: _____
Opening balance: _____ Balance as at: _____

Invoices issued

Date	Invoice no.	Description	Amount
Total invoiced			**[Amount]**

Receipts received

Date	Receipt no.	Description or method	Amount
Total received			**[Amount]**

Closing balance

Opening balance: _____ Add: invoices issued: _____
Less: receipts received: _____ Closing balance: _____
Amount due: _____ Due date: _____

How to pay

Pay by: _____ Bank: _____
Account: _____ Reference to quote: _____

Queries

If any item on this statement is incorrect, contact [Name and role] at [Contact details] before the due date shown above, quoting the account number and the invoice number concerned.

Issued by

Name and role: _____ Signature and date: _____