Ashford Business Services Ltd

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: 9 November 2026 to 9 November 2026
Currency: _____ Payment terms: _____
Opening balance: _____ Balance as at: _____

Invoices issued

Date	Invoice no.	Description	Amount
Total invoiced			**£45.00**

Receipts received

Date	Receipt no.	Description or method	Amount
Total received			**£120.00**

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 Sarah Mitchell, Office Manager at Contact details as agreed at the meeting. before the due date shown above, quoting the account number and the invoice number concerned.

Issued by
Name and role: _____ Signature and date: _____