My Company name

My company slogan

Statement

Insert Your Logo

Date:	August 30, 2013
Statement #	[100]
Customer ID:	[ABC12345]
Page	1 of 1

Bill To:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Account Summary

Previous Balance	$	3,000.00
Credits	$	1,250.00
New Charges	$	537.50
Total Balance Due	**$**	**2,287.50**
Payment Due Date		26-Aug-2009

Date	Invoice #	Description	Charges	Credits	Line Total
6/20/09		Previous Balance (Forwarded)			$ 3,000.00
6/30/09	INV556611	New Charges for INV556611	$ 500.00		$ 3,500.00
6/30/09		INV556600 Payment overdue charge (5%)	$ 37.50		$ 3,537.50
7/3/09	INV556611	Payment Received		$ 1,250.00	$ 2,287.50

Account Current Balance $ 2,287.50

Your account balance is 2287.5 Please make your payment to cover the balance by the due date.

Make all checks payable to My Company name

Thank you for your business!

Should you have any enquiries concerning this statement, please contact John Doe on 0-000-000-0000

111 Street, Town/City, County, ST, 00000
Tel: 0-000-000-0000 Fax: 0-000-000-0000 E-mail: info@yourcompanysite.com Web: www.yourcompanysite.com