

[Your business name]

[Street address]
[Town, postcode]
[Email] · [Phone]

REMITTANCE ADVICE

Payment date: [DD/MM/YYYY]
Payment method: Bank transfer
Payment reference: [REF-0000]
From: [Your business name]

TO (SUPPLIER)
[To (supplier) name]
[Address]

Invoice INV-0231, [DD/MM/YYYY]	£1,440.00
Invoice INV-0238, [DD/MM/YYYY]	£960.00
Less credit note CN-0019, [DD/MM/YYYY]	£120.00
Total paid	£2,280.00

QUERIES
Contact [Name] on [Email] or [Phone] with any questions about this payment.