

[Your business name]

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

STATEMENT OF ACCOUNT

Statement date: [DD/MM/YYYY]
Period: [DD/MM/YYYY] to [DD/MM/YYYY]
Account reference: [ACC-0000]

CUSTOMER

[Customer name]
[Address]

Opening balance	£1,250.00
Invoice INV-0412, [DD/MM]	£860.00
Invoice INV-0419, [DD/MM]	£540.00
Less payment received, [DD/MM], thank you	£1,250.00
Balance due	£1,400.00

AGED BALANCE

Current: £540.00 30 days: £860.00 60 days: £0.00 90+ days: £0.00

PAYMENT DETAILS

Bank: [Bank name] Account name: [Account name]
Sort code: [00-00-00] Account number: [00000000]