My Company name

My company slogan

**Statement**

Insert Your Logo

Date: Statement # Customer ID:

Page 1 of

November 20, 2024 [100]

[ABC12345]

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| --- | --- | --- | --- |
| **Bill To:** |  | **Account Summary** |  |
| [Name] |  | Previous Balance | $ 3,000.00 |
| [Company Name] |  | Credits | $ 1,250.00 |
| [Street Address] |  | New Charges | $ 537.50 |
| [City, ST ZIP Code] |  | **Total Balance Due** | **$ 2,287.50** |
| [Phone] |  | Payment Due Date | 26-Aug-2009 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date**  6/20/09 | **Invoice #** | **Description**  Previous Balance (Forwarded) | **Charges** | **Credits** | **Line Total**  $ 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 |
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**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](mailto:info@yourcompanysite.com) Web: [www.yourcompanysite.com](http://www.yourcompanysite.com)