Company Name

STATEMENT

Bill To: **[Customer Name]**
[Street Address]
[City, ST ZIP]
[Phone]

Statement Date	4/30/2012
Statement #	[100]
Customer ID	[ABC123]

Remittance

To ensure proper credit, please enclose a copy of this statement with your check and remit to:

[Company Name]
[Street Address]
[City, ST Zip]

Please write your Customer ID on your check.

Account Summary

Balance Due	**$250.00**
Payment Due Date	
Amount Enclosed $	

Make all checks payable to
[Company Name]

Account Activity

DATE	TYPE	INVOICE	DESCRIPTION	PAYMENT	AMOUNT	BALANCE
1/1/12			Balance Forward			$250.00
					Current Balance:	$250.00

If you have any questions about this invoice, please contact
[Name], [Street Address], [City, ST Zip]
Phone [000-000-0000], Fax [000-000-0000], [Email]

Thank You For Your Business!

HELP

https://www.vertex42.com/ExcelTemplates/billing-statement.html

Getting Started

Customize the template with your company name, address, and other contact information. Then, save a backup of the file to use as a template for future billing statements you might want to create.

If you do not need the Statement # or Customer ID fields, you can clear these cells without affecting the rest of the statement. If you do not use the Customer ID field, edit the text in the Remittance section.

Update the customer info and save a copy of the file for each customer.

For the Due Date, you could use a formula such as =H3+30 to make the Due Date 30 days after the date you enter in cell H3.

Sending a Statement to a Customer

It is not a good idea to send the spreadsheet itself to a customer. They might not be able to open a spreadsheet file, and your file might include information you do not want the customer to see.

One of the best ways to send a statement, besides printing a paper copy and mailing it, is to email the statement as a PDF attachment. You can create a PDF with Excel by exporting to PDF or going to Save As and choosing PDF.

Account Activity Table

This is where you enter individual payments received, invoices sent, and fees charged to the customer.

See the image on the web page listed above for an example of how you can enter information into the table such as rent amounts due, payments received, and late fees incurred.

In the first line of the table, either enter the "Balance Forward" amount in the Balance column, or a "Beginning Balance" if this is a new customer.

The TYPE Column

This column could be used to indicate whether the payment was made in "Cash" or if the payment was made by check, you could enter the Check Number.

The INVOICE Column

If the receipt is associated with an invoice that you sent to the customer, list the invoice number in this column.

PAYMENT & AMOUNT Columns

The Payment column is subtracted from the balance, and the Amount column is added to the balance, so payments are the amounts that the customer pays to you, and the Amount column is for amounts that the customer must pay.

Additional Help

The link at the top of this worksheet will take you to the web page on vertex42.com that talks about this template.

REFERENCES

TIPS	Vertex42.com: Spreadsheet Tips Workbook
ARTICLE	Vertex42.com: Simple Invoicing for Small Businesses
ARTICLE	Vertex42.com: Add a Customer List to Your Spreadsheet

Billing Statement Template

By Vertex42.com
https://www.vertex42.com/ExcelTemplates/billing-statement.html

Do not delete this worksheet