

SUPPLIER

CLIENT

TEL. NO.
FAX. NO.

CO. REG. NO.
VAT. REG. NO.

STATEMENT

ACCOUNT NUMBER	DATE	PAGE

CODE DESCRIPTIONS	
1. INVOICE 2. PAYMENT 3. R/D CHEQUES 4. DEBIT ADJUSTMENT 5. CREDIT ADJUSTMENT	6. CREDIT NOTE 7. INTEREST 8. DISCOUNT ALLOWED 9. BAD DEBT 10. CHEQUE REFUND 11. INTERNAL REVERSAL

DATE	PURCHASE ORDER / INTERNAL REF. NUMBER	REFERENCE NUMBER	CODE	DEBITS	CREDITS	BALANCE

ACCOUNT TERMS	CURRENT	31 - 60 DAYS	61 - 90 DAYS	91 - 120 DAYS	121 DAYS + OVER
INTEREST WILL BE CHARGED AT THE RATE OF 2% ABOVE PRIME ON OVERDUE ACCOUNTS					TOTAL DUE



REMITTANCE ADVICE

REMIT TO:

ACCOUNT NO.	DATE	BALANCE

ACCOUNT NAME

AMOUNT REMITTED