

ISSUED TO:
Mr. Spencer Bradford
123, Golden Palace
Kolkata, India
Phone: +91-1234567890

Account Statement

Period: Starting 01 Jan 2025
Generated: 24 Aug 2025

Opening Balance	Total Billed	Total Paid	Closing Balance
₹ 0.00	₹ 862.00	₹ 700.00	₹ 162.00
(2 invoices)		(1 receipts)	(Due)

Monthly Summary

Month	Opening Balance	Billed	Paid	Closing Balance
Jan 2025	₹ 0.00	₹ 862.00	₹ 0.00	₹ 862.00
Aug 2025	₹ 862.00	₹ 0.00	₹ 700.00	₹ 162.00

Transactions

Date	Type	Reference	Amount	Balance
15 Jan 2025	Invoice	INV-2025-004	₹ 400.00	₹ 400.00
16 Jan 2025	Invoice	INV-2025-002	₹ 462.00	₹ 862.00
05 Aug 2025	Receipt	REC-2025-003	₹ -700.00	₹ 162.00

PAY VIA UPI/CASH



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JANE DOE
Graphic Designer

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INVOICE NO: INV-2025-002
DATE: 16 Jan 2025
DUE DATE: 30 Jan 2025

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Special Design	₹ 400.00	1	₹ 400.00
Subtotal			₹ 400.00
Discount			₹ 10.00
CGST			₹ 0.00
SGST			₹ 0.00
IGST			₹ 72.00
TOTAL			₹ 462.00

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THANK YOU!



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INVOICE NO: INV-2025-004
DATE: 15 Jan 2025
DUE DATE: 15 Feb 2025

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Basic Design	₹ 200.00	2	₹ 400.00
Subtotal			₹ 400.00
Discount			₹ 0.00
CGST			₹ 0.00
SGST			₹ 0.00
IGST			₹ 0.00
TOTAL			₹ 400.00

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RECEIPT NO: REC-2025-003
DATE: 05 Aug 2025

DESCRIPTION	AMOUNT
Payment for Invoice INV-2025-004	₹ 400.00
Payment for Invoice INV-2025-002	₹ 300.00
TOTAL	₹ 700.00

PAYMENT MODE: CASH

THANK YOU!

GSTIN: 123456789

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