

# Customer Billing Statement

## Business/Company Name

Address: [Street Address, City, State, Zip Code]

Phone: [Phone Number] | Email: [Email Address] | Website: [Website URL]

**Billing Statement No:** [Unique Statement Number]

**Date of Issue:** [MM/DD/YYYY]

**Due Date:** [MM/DD/YYYY]

## 1. Customer Information

**Customer Name:** [Customer Full Name]

**Customer ID:** [Unique Customer ID]

**Address:** [Customer Address]

**Phone:** [Customer Phone Number]

**Email:** [Customer Email]

## 2. Statement Summary

Description	Invoice Number	Invoice Date	Due Date	Amount	Payments	Balance Due
[Description of Service/Product]	[INV-001]	[MM/DD/YYYY]	[MM/DD/YYYY]	[\$Amount]	[\$Payment]	[\$Balance]

[Description of Service/Product]	[INV-002]	[MM/DD/YYYY]	[MM/DD/YYYY]	[\$Amount]	[\$Payment]	[\$Balance]
<b>Total</b>				<b>[\$Total]</b>	<b>[\$Total]</b>	<b>[\$Total]</b>

### 3. Payment Details

**Total Amount Due:** [\$Total Amount Due]

**Payment Due Date:** [MM/DD/YYYY]

**Payment Methods:**

- Bank Transfer: [Bank Name, Account Number, SWIFT/BIC]
- Online Payment Link: [Payment URL]
- Other Payment Methods: [Specify if applicable]

### 4. Terms and Conditions

1. Payments must be received by the due date to avoid any late fees.
2. Any unpaid balance after [X days] will incur a late fee of [X%] per month.
3. If you have questions regarding this billing statement, please contact us at [Phone Number] or [Email Address].

### 5. Notes and Remarks

- [Any special instructions or comments, e.g., "Thank you for your business!" or "Please reference your statement number when making a payment."]

### 6. Footer (Optional)

**Business/Company Name** | Address: [Street Address] | Phone: [Phone Number] | Email: [Email Address]

