

Detailed Customer Statement of Account

This **detailed customer statement of account form** sample provides a clear and organized summary of all transactions between a business and its customer. It includes essential information such as invoice numbers, dates, payment statuses, and outstanding balances, ensuring transparency and accuracy. Using this form helps improve financial communication and simplifies account reconciliation processes.

Customer Information

Customer Name:	John Doe	Account Number:	CUST-000123
Address:	456 Main Street, Cityville	Contact:	john.doe@email.com / (123) 456-7890
Statement Date:	2024-06-15	Period Covered:	2024-05-01 to 2024-06-15

Transaction Summary

Date	Invoice Number	Description	Debit (Charges)	Credit (Payments)	Payment Status	Balance
2024-05-02	INV-1001	Product Purchase A	\$350.00		Unpaid	\$350.00
2024-05-10	INV-1002	Product Purchase B	\$150.00		Unpaid	\$500.00
2024-05-15	PAY-2001	Payment Received		\$350.00	Paid	\$150.00
2024-06-05	INV-1003	Service Fee - June	\$100.00		Unpaid	\$250.00
2024-06-10	PAY-2002	Payment Received		\$100.00	Paid	\$150.00
Total			\$600.00	\$450.00	-	\$150.00

Note: Please remit payment for any outstanding amounts by the due date. Contact our office for any questions regarding this statement.