

# Statement of Facts Form

For Business Transactions

## 1. Transaction Details

<b>Transaction Reference No.</b>	_____
<b>Date of Transaction</b>	_____
<b>Type of Transaction</b>	_____ (e.g., Sale, Purchase, Service Agreement)
<b>Location</b>	_____

## 2. Parties Involved

<b>Party A (Name &amp; Details)</b>	Address: _____ Contact: _____
<b>Party B (Name &amp; Details)</b>	Address: _____ Contact: _____

## 3. Description of Goods/Services/Agreement

(Briefly describe what was exchanged, supplied, rendered, or agreed upon.)

## 4. Chronology of Events

1. Date/Time: \_\_\_\_\_ | Event/Action: \_\_\_\_\_
2. Date/Time: \_\_\_\_\_ | Event/Action: \_\_\_\_\_
3. Date/Time: \_\_\_\_\_ | Event/Action: \_\_\_\_\_

\*(List key factual events relevant to the transaction, including signing, delivery, payments, etc.)\*

## 5. Supporting Documents

Invoice/Receipt  
 Delivery Note  
 Contract/Agreement Copy  
 Proof of Payment  
 Other: \_\_\_\_\_

## 6. Declarations

I/We hereby confirm that the information provided above is true and accurate to the best of my/our knowledge.

<b>Signature (Party A)</b>	_____	Date: _____
<b>Signature (Party B)</b>	_____	Date: _____

**Note:** Attach all relevant supporting documents to this statement of facts form.