

Statement of Facts Form

For Business Transactions

1. Transaction Details

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

2. Parties Involved

Party A (Name & Details)	Address: _____ Contact: _____
Party B (Name & Details)	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.

Signature (Party A)	_____ Date: _____
Signature (Party B)	_____ Date: _____

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