

# Transaction Statement Form

The **transaction statement form** sample for online sales platforms provides a clear and organized record of financial activities, ensuring transparency and ease of tracking sales. This form is essential for sellers to document transactions accurately, facilitating smooth reconciliation and accounting processes. Utilizing a standardized format helps improve communication and trust between buyers, sellers, and platform administrators.

**Platform Name:** [Platform Name]  
**Seller Name:** [Seller Name]  
**Seller ID:** [Seller ID]  
**Statement Period:** [Start Date] to [End Date]  
**Date Generated:** [Statement Date]

Date	Transaction ID	Buyer Name	Item/SKU	Amount	Fees	Status
[yyyymmdd]	[TXN123456]	[Buyer A]	[Item A / SKU987]	\$100.00	\$5.00	Completed
[yyyymmdd]	[TXN123457]	[Buyer B]	[Item B / SKU988]	\$75.00	\$3.75	Pending

**Total Sales:** \$[Total Sales]  
**Total Fees:** \$[Total Fees]  
**Net Amount:** \$[Net Amount]

**Prepared by:** [Name]  
**Signature:** \_\_\_\_\_