

# Supplier Outstanding Balance Statement

Date: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Supplier Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Invoice Date	Invoice Number	Description	Invoice Amount	Payments Made	Outstanding Balance	Due Date
2024-05-05	INV12345	Supply of office chairs	\$1,200.00	\$800.00	\$400.00	2024-06-05
2024-06-01	INV12346	Delivery of desks	\$2,500.00	\$0.00	\$2,500.00	2024-07-01
2024-06-10	INV12347	Stationery	\$600.00	\$300.00	\$300.00	2024-07-10
Total Outstanding Balance					\$3,200.00	

**Note:** Please refer to this statement for updates on your account. If there are discrepancies, contact our finance department within 7 days.

This form template helps businesses manage and reconcile their payables, ensures accurate records, and improves communication with suppliers.