

Billing Statement

This **billing statement form sample** provides a clear and organized layout for itemized charges, ensuring accurate billing and transparency. It is designed to help both businesses and customers track detailed expenses efficiently. Using this form simplifies the payment process by listing each charge separately.

Statement Date: 2024-06-20	Statement #: 00012345
Billed To: John Doe 123 Main St. Springfield, USA	Business Name: ABC Company 456 Commerce Rd. Metropolis, USA

Item Description	Date	Quantity	Unit Price	Amount
Consulting Services	2024-06-10	5 hrs	\$100.00	\$500.00
Website Hosting	2024-06-12	1	\$75.00	\$75.00
Design Fee	2024-06-15	1	\$250.00	\$250.00
Subtotal				\$825.00
Tax (8%)				\$66.00
Total Due				\$891.00

Please make payment by 2024-07-10. For questions regarding this statement, contact billing@abccompany.com