

Customer Statement

Use this **customer statement template** to provide a clear summary of transactions along with a detailed payment history section. It helps businesses maintain transparent communication with clients by displaying invoices, payments, and outstanding balances in one document. Customize the template to enhance your financial reporting and improve customer relations.

Customer Information

| | | | |
|---------|--|----------------|--|
| Name | | Statement Date | |
| Address | | Account Number | |

Summary

| | |
|---------------------|--|
| Previous Balance | |
| Total Invoices | |
| Total Payments | |
| Outstanding Balance | |

Payment History

| Date | Description | Invoice # | Debit | Credit | Balance |
|------------|------------------|-----------|----------|----------|----------|
| 2024-05-15 | Invoice Issued | INV-12345 | \$500.00 | - | \$500.00 |
| 2024-05-20 | Payment Received | PAY-54321 | - | \$300.00 | \$200.00 |

Thank you for your business. If you have any questions regarding this statement, please contact our accounting department.