Business Name

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
Email: xyz@microsoft.com

Organization

Statement

Statement #:
Date:
Customer ID:

Bill To:

Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
Mailing Address Line 4
Mailing Address Line 5

Date	Type	Invoice #	Description	Amount	Payment	Balance
					Total	

REMITTANCE
Customer ID:
Statement #:
Date:
Amount Due:
Amount Enclosed:

Terms: 30 days

Here you may want to remind your customers to include the statement number on their check.