

[Rental Company]

[Street Address]

[City, ST ZIP]

Phone: 000 000-0000

STATEMENT

Statement Date

4-30-2014

Customer ID

[ABC123]

Bill To: [Customer Name]

Property

[Street Address]

[Street Address]

[City, ST ZIP]

[City, ST ZIP]

Contract From

1-Feb-2014

[Phone]

To

31-Jan-2015

Account Activity

DATE	REF	DESCRIPTION	AMOUNT
1-15-14		Balance Forward	50.00
1-15-14	INV 3005	Rent for February '14 Due 2/1/2014	1,000.00
2-2-14		\$20 Late Fee	20.00
2-10-14	CHK 1228	Payment Received - Thank you	-1,070.00
2-15-14	INV 3008	Rent for March 14 Due 3/1/2014	1,000.00
3-2-14		\$20 Late Fee	20.00
3-5-14	CHK 1234	Payment Received - Thank you	-1,000.00
3-15-14	INV 3011	Rent for April '14 Due 4/1/2014	1,000.00
3-29-14	CHK 1242	Payment Received - Thank you	-1,000.00
4-15-14	INV 3015	Rent for May '14 Due 5/1/2014	1,000.00

BALANCE

\$

1,020.00

Please pay this remaining balance. Thank you.

Please detach the remittance slip below and return it with your payment.

REMITTANCE

Please make checks payable to [Name] and mail to:

STATEMENT DATE

4-30-2014

[Company Name]

CUSTOMER ID

[ABC123]

[Street Address]

[City, ST ZIP]

DUE DATE

5-30-2014

BALANCE DUE

\$

1,020.00

Please write your Customer ID on your check.

AMOUNT ENCLOSED

# HELP



<http://www.vertex42.com/ExcelTemplates/rental-billing-statement.html>

## Getting Started

---

Customize the template with your company name, address, and other contact information. Then, save a backup of the file to use as a template for future statements you might want to create.

Clear the sample data in the Account Activity table by selecting the cells and pressing Delete.

If you do not need the Customer ID or Contract Period fields, you can clear these cells without affecting the rest of the statement. If you do not use the Customer ID field, remember to also edit the Remittance section.

Update the customer info and save a copy of the file for each customer.

The Due Date in the Remittance section automatically calculates a date 30 days in the future. Edit the formula or enter the Due Date manually if you need to.

## Sending a Statement to a Customer

---

It is not a good idea to send the spreadsheet itself to a customer. They might not be able to open a spreadsheet file, and your file might include information you do not want the customer to see.

One of the best ways to send a statement, besides printing a paper copy and mailing it, is to email the statement as a PDF attachment. You can create a PDF with Excel 2010 or later by going to File > Save As and choosing PDF.

## Account Activity Table

---

This is where you enter individual payments received, invoices sent, and fees charged to the customer.

In the first line of the table, you can enter a "Balance Forward" amount.

### The REF Column

This column can be used to indicate whether a payment was made in Cash or Check. If the payment was made by check, you can enter the check number like "CHK 2034."

If you are listing unpaid invoices, you can use the REF column to list the invoice numbers, like "INV 2001."

### The AMOUNT Column

The Amount column lists the charges and fees that the customer needs to pay. If you want to show payments, discounts, or other credits to the account, you can enter the amounts as negative numbers.

### **Additional Help**

---

The link at the top of this worksheet will take you to the web page on [vertex42.com](https://vertex42.com) that talks about this template.

## **REFERENCES**

TIPS

[Vertex42.com: Spreadsheet Tips Workbook](#)

ARTICLE

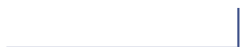
[Vertex42.com: Simple Invoicing for Small Businesses](#)

ARTICLE

[Vertex42.com: Add a Customer List to Your Spreadsheet](#)



© 2014 Vertex42 LLC





# Rental Billing Statement

---



By Vertex42.com

<http://www.vertex42.com/ExcelTemplates/rental-billing-statement.html>

© 2014 Vertex42 LLC

This spreadsheet, including all worksheets and associated content is considered a copyrighted work under the United States and other copyright laws.

Do not submit copies or modifications of this template to any website or online template gallery.

Please review the following license agreement to learn how you may or may not use this template. Thank you.

[See License Agreement](#)

[http://www.vertex42.com/licensing/EULA\\_privateuse.html](http://www.vertex42.com/licensing/EULA_privateuse.html)

**Do not delete this worksheet.** If necessary, you may hide it by right-clicking on the tab and selecting Hide.