

Billing Statement Template

Company Name

Address: _____

Phone: _____

Email: _____

Billing Period: _____

Date: _____

Customer: _____

Invoice No: _____

Account Summary

Opening Balance: _____

New Charges: _____

Payments: _____

Total Due: _____

Transaction History

Date	Item Description	Amount Charged	Payment Received

Please remit payment by: _____