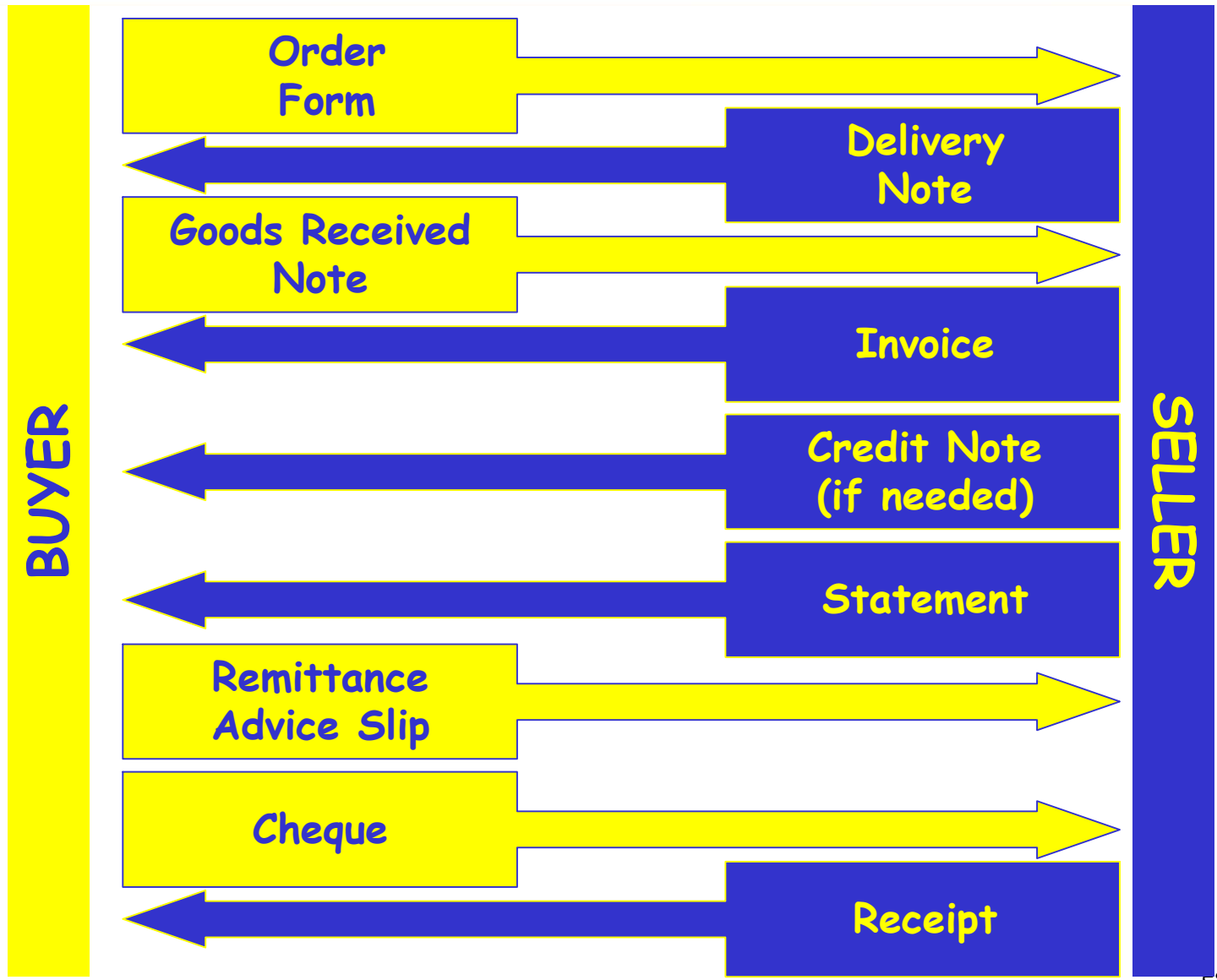




The Statement of Account





The Statement of Account



- What is the purpose of this document?
 - To inform buyers how much they owe at the end of each month
- Who completes it?
 - The seller
- What happens to it?
 - The buyer will check it against their records
- Why must it be accurate?
 - Mistakes will mean incorrect payments or delays in payment



An Example Statement of Account

Statement of Account

Books R Us

123 Writers Industrial Estate

Nearhere

UR1 4US

Tel 01786287398

To:

Date:

Account No:

Details	Debit	Credit	Balance
Invoice number 765298			
Credit Note number 5887			
Amount Now Due: £			