STATEMENT OF ACCOUNT

Open invoices on the statement date with days past due and ageing. Yellow cells are inputs; open amounts, ageing and totals are formulas.

From:	Example Ltd, 1 High Street, Leeds LS1 1AA	**Statement date:**	23 Nov 2026
To:	Client Co. Ltd, 2 Quay St, Bristol BS1 4DB	**Account no.:**	CLI-0042
Pay to:	Example Ltd, sort code 00-00-00, account 00000000	**Terms:**	30 days

Invoice no.	Invoice date	Due date	Amount (£)	Paid or credited (£)	Open (£)	Days past due	Ageing
INV-2026-0101	15/08/2026	14/09/2026	£1,200.00	£500.00	£700.00	70	61-90
INV-2026-0118	01/10/2026	31/10/2026	£850.00	£120.00	£730.00	23	1-30
INV-2026-0125	20/10/2026	19/11/2026	£2,400.00	£0.00	£2,400.00	4	1-30
INV-2026-0139	20/11/2026	20/12/2026	£960.00	£0.00	£960.00	0	Current
Balance due					**£4,790.00**		

Ageing	Current	1-30 days	31-60 days	61-90 days	Over 90 days		
Amount (£)	£960.00	£3,130.00	£0.00	£700.00	£0.00		

Business customers who pay late can be charged statutory interest at 8% over the Bank of England base rate and a fixed sum of £40, £70 or £100 per invoice (Late Payment of Commercial Debts (Interest) Act 1998). A signed written acknowledgment or part payment by the customer restarts the 6-year limitation period in England and Wales (Limitation Act 1980 ss.29-30).

REMITTANCE ADVICE

Return with your payment. Type Yes against each invoice you are paying; the invoices come from the statement.

To:	Example Ltd, 1 High Street, Leeds LS1 1AA		
From:	Client Co. Ltd, 2 Quay St, Bristol BS1 4DB		
Payment reference:	CLI-0042	**Payment date:**	27/11/2026

Invoice no.	Due date	Open (£)	Paying?	Amount paid (£)
INV-2026-0101	14/09/2026	£700.00	Yes	£700.00
INV-2026-0118	31/10/2026	£730.00	Yes	£730.00
INV-2026-0125	19/11/2026	£2,400.00	Yes	£2,400.00
INV-2026-0139	20/12/2026	£960.00		£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
Total payment				**£3,830.00**