

STATEMENT

FILLABLE, AUTO-CALCULATING - STATEMENT OF ACCOUNT WITH AGING

YOUR BUSINESS

STATEMENT DATE	PERIOD	ACCOUNT #	TERMS
STATEMENT FOR		PREVIOUS BALANCE	PAYMENTS RECEIVED
		BILLING CONTACT	REMIT TO

INVOICE #	DATE	DUE DATE	ORIGINAL AMT	PAID	BALANCE

NOTES

PAYMENT INSTRUCTIONS

CURRENT (NOT YET DUE)
1-30 DAYS PAST DUE
31-60 DAYS PAST DUE
61+ DAYS PAST DUE
TOTAL BALANCE DUE

Pro tip: send a statement monthly to every client with more than one open invoice - it collects old balances a single reminder misses!

Template by Invoice My Clients- send branded invoices with online payments, reminders, and autopay at invoicemyclients.com