STATEMENT OF ACCOUNT

DOCUMENT INFORMATION

Business name and address

Customer name

Customer account number

Statement number

Issue date

Statement period

Currency PHP

Opening balance

Closing balance

TRANSACTION DETAILS

Date	Reference No.	Description	Due Date	Charges (PHP)	Payments / Credits	Running Balance
		Opening balance				

Running balance = Previous balance + Charges − Payments or credits

Fill in all required fields. Keep invoices and payment records as supporting documents.