[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Vendor Statement

A statement of account for one supplier: opening balance, invoices received, payments made, and the amount now payable.

Vendor details

Vendor	[Vendor name]
Account number	**[Account number]**
Address	**[Address]**
Statement period	**[Start date]** to **[End date]**
Currency	**[Currency]**
Payment terms	**[Payment terms]**

Opening balance

Opening balance	[Amount]
Balance as at	**[Date]**

Invoices received

Date	Invoice no.	Description	Amount

[Company name]

Total invoices received			**[Amount]**

Payments made

Date	Payment reference	Method	Amount
Total paid			**[Amount]**

Closing balance

Opening balance	**[Amount]**
Add: invoices received	**[Amount]**

[Company name]

Less: payments made	**[Amount]**
Closing balance	**[Amount]**
Amount payable	**[Amount]**
Due date	**[Date]**

Payment details

Pay by	**[Payment method]**
Bank	**[Bank name]**
Account	**[Account name and number]**
Reference to quote	**[Reference]**

Queries

If any item on this statement is incorrect, contact **[Name and role]** at **[Contact details]** before the due date shown above, quoting the account number and the invoice number concerned.

Issued by

Role	Name	Signature and date
Issued by	**[Name and role]**	