



Workplace Stationery
 Shop 5, 1020 Main Street
 Smithfield, 2000

Telephone: (212) 555-5000
 Facsimile: (212) 555-5001
 Email: Info@workplacestationery.com
 Internet: www.workplacestationery.com
 Business Number: 2000-9999

Statement (Customer Copy)

Andy Carroll
 c/o Andy's Plumbing
 1203 Main Street
 Lakeview
 3000

Date: 09-06-05
Page No: 1 of 1
Customer No: WS80048A

Date	Type	Invoice	Your Ref.	Store	Amount	Balance
03-06-05	Sale	004562	AP00127	Lakeview	\$1,235.00	\$1,235.00
05-06-05	Sale	234570	AP00129	Smithfield	\$1,006.00	\$1,006.00
06-06-05	Sale	200983	AP00132	Smithfield	\$5,236.00	\$5,236.00
06-06-05	Sale	890057	AP00133	Lakeview	\$1,785.00	\$1,785.00
Amount due					\$10,040.00	
Overdue					\$0.00	
Current					\$10,123.00	Total Due

2.5% Discount If paid within 30 days ▶ \$83.00

Net Payable ▶ \$10,040.00

Payment Terms:
 Strictly net 30 days
 from date of statement

Claims are a notional
 figure not affecting
 balance



Remittance advice

Return this part with your payment

Please make cheques payable to:
 Workplace Stationery Limited

Send to:
 P.O. Box 145
 Smithfield, NY, 12345

Date	Type	Invoice	Amount	Balance
03-06-05	Sale	00456	\$1,235.00	\$1,235.00
05-06-05	Sale	23457	\$1,006.00	\$1,006.00
06-06-05	Sale	20098	\$5,236.00	\$5,236.00
06-06-05	Sale	89005	\$1,785.00	\$1,785.00
Current			\$10,123.00	Total Due



2.5% Discount If paid within 30 days ▶ \$83.00

Net Payable ▶ \$10,040.00

Payment Terms:
 Strictly net 30 days
 from date of statement