

CUSTOMER SUMMARY STATEMENT

A. N. OTHER

SAMPLE COMPANY LIMITED
1 Sample Street
Sample Town
Sample County
AB1 2XZ

1
PLEASE QUOTE THIS ACCOUNT NUMBER
2222 3333 4444 5555
IN ALL CORRESPONDENCE

2 Commercial Cards Division
PO Box 5747
SOUTHEND-ON-SEA SS1 9AJ
Telephone: 0870 154 1234
Facsimile: 0170 227 8308
9am–5pm Monday–Friday

Statement Date 6 December 2006

3 Credit Limit £3,000

7 Previous Balance £1,356.75

4 DATE	5 CARD NUMBER	6 NAME/DESCRIPTION	8 CARDHOLDER STATEMENT BALANCE
13 NOV	3333 4444 5555 6666	DIRECT DEBIT PAYMENT THANK YOU	1,356.75 –
06 DEC	4444 5555 6666 7777	P. JONES	432.84
06 DEC	5555 6666 7777 8888	A. HOMES	1,175.37
		Total	£1,608.21 9

Your payment will be claimed by Direct Debit on 13 December 2007 or shortly thereafter.

- 1** Account Number – please have this to hand if you ever need to call us, so that we can deal with your query as quickly as possible.
- 2** Our contact details in case you ever need to call us.
- 3** Credit Limit – means the maximum total amount you can owe on your account, inclusive of any interest and charges.
- 4** Date – shows the key dates that transactions were made to your account.
- 5** Card number – shows the account number or card on which the activity took place.
- 6** Name/Description – shows details of the individual cardholders and payments made by your company.
- 7** Previous Balance – the total spend on your last statement.
- 8** Cardholder statement balance – shows payments made by your company and the card spend by each cardholder. Payments you make to the account will show as a minus.
- 9** Total – means the amount outstanding on all your Business Cards which will be claimed by Direct Debit.

STATEMENT OF ACCOUNT

A. N. OTHER

SAMPLE COMPANY LIMITED
1 Sample Street
Sample Town
Sample County
AB1 2XZ

2

PLEASE QUOTE THIS ACCOUNT NUMBER
2222 3333 4444 5555
IN ALL CORRESPONDENCE

1 Commercial Cards Division
PO Box 5747
SOUTHEND-ON-SEA SS1 9AJ
Telephone: 0870 154 1234
Facsimile: 0170 227 8308
9am–5pm Monday–Friday

Statement Date
6 December 2006

3 Credit Limit £1,500

4 Company Number: 0019375

POST DATE	TRAN DATE	BANK REFERENCE	NAME/DESCRIPTION	TRANSACTION VALUE
07 NOV	06 NOV	00000000	THE SHOP MANCHESTER	23.35
14 NOV	13 NOV	22222222	A SHOP LTD MANCHESTER	119.03
15 NOV	14 NOV	33333333	SHOPPING MANCHESTER	30.50
21 NOV	20 NOV	44444444	THE SHOPS MANCHESTER	60.00
26 NOV	24 NOV	55555555	ANY SHOP MANCHESTER	23.85
27 NOV	25 NOV	66666666	B SHOP LTD LIVERPOOL	16.11
04 NOV	03 NOV	77777777	SHOPPER MANCHESTER	130.00
06 NOV	05 NOV	88888888	ANY AND SHOP MANCHESTER	30.00
			TOTAL	£432.84

1 Commercial Card address and contact numbers – our contact details in case you ever need to call us.

2 Account Number – please have this to hand if you ever need to call us, so that we can deal with your query as quickly as possible.

3 Credit Limit – means the maximum total amount you can owe on your account, inclusive of any interest and charges.

4 Post Date – the date a transaction reaches your account.

5 Tran Date – this shows the date you made a transaction.

6 Bank Reference – please quote this reference if you wish to query a transaction.

7 Name/Description – shows details of the merchant where you made your purchase.

8 Transaction Value – shows the transaction amount.

9 Total – shows the total outstanding balance for the cardholder including any refunds the cardholder may have received.