[Rental Company]

[Street Address]
[City, ST ZIP]
Phone: 000 000-0000

STATE

Statement Date

Customer ID

Bill To:	**[Customer Name]**	**Property**	[Street Address]
	[Street Address]		[City, ST ZIP]
	[City, ST ZIP]	**Contract From**	1-Feb-2014
	[Phone]	**To**	31-Jan-2015

Account Activity

DATE	REF	DESCRIPTION
1/15/14		Balance Forward
1/15/14	INV 3005	Rent for February '14 Due 2/1/2014
2/2/14		$20 Late Fee
2/10/14	CHK 1228	Payment Received - Thank you
2/15/14	INV 3008	Rent for March 14 Due 3/1/2014
3/2/14		$20 Late Fee
3/5/14	CHK 1234	Payment Received - Thank you
3/15/14	INV 3011	Rent for April '14 Due 4/1/2014
3/29/14	CHK 1242	Payment Received - Thank you
4/15/14	INV 3015	Rent for May '14 Due 5/1/2014

BALANCE

Please pay this remaining

Please detach the remittance slip below and return it with your payment.

REMITTANCE

Please make checks payable to [Name] and mail to:

[Company Name]

[Street Address]

[City, ST ZIP]

STATEMENT DATE

CUSTOMER ID

DUE DATE

BALANCE DUE

Please write your Customer ID on your check.

AMOUNT ENCLOSED

4/30/14

[ABC123]

AMOUNT
50.00
1,000.00
20.00
-1,070.00
1,000.00
20.00
-1,000.00
1,000.00
-1,000.00
1,000.00

$	1,020.00

balance. Thank you.

4/30/14

[ABC123]

5/30/14
$ 1,020.00

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TIPS

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Customize the template with your company name, address, and other contact information. Then, save a backup of the file to use as a template for future statements you might want to create.

Clear the sample data in the Account Activity table by selecting the cells and pressing Delete.

If you do not need the Customer ID or Contract Period fields, you can clear these cells without affecting the rest of the statement. If you do not use the Customer ID field, remember to also edit the Remittance section.

Update the customer info and save a copy of the file for each customer.

The Due Date in the Remittance section automatically calculates a date 30 days in the future. Edit the formula or enter the Due Date manually if you need to.

Statement to a Customer

It is not a good idea to send the spreadsheet itself to a customer. They might not be able to open a spreadsheet file, and your file might include information you do not want the customer to see.

One of the best ways to send a statement, besides printing a paper copy and mailing it, is to email the statement as a PDF attachment. You can create a PDF with Excel 2010 or later by going to File > Save As and choosing PDF.

:tivity Table

This is where you enter individual payments received, invoices sent, and fees charged to the customer.

In the first line of the table, you can enter a "Balance Forward" amount.

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This column can be used to indicate whether a payment was made in Cash or Check. If the payment was made by check, you can enter the check number like "CHK 2034."

If you are listing unpaid invoices, you can use the REF column to list the invoice numbers, like "INV 2001."

NT Column

The Amount column lists the charges and fees that the customer needs to pay. If you want to show payments, discounts, or other credits to the account, you can enter the amounts as negative numbers.

Help

REFERENCES