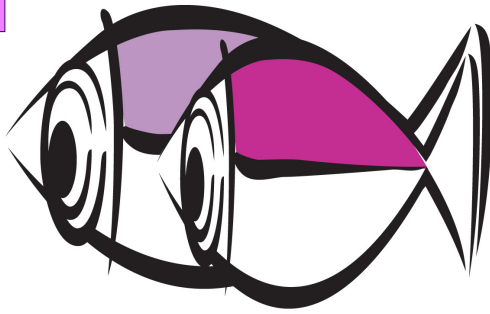


1.



Anna's Aquarium

Goldfish Road
Fish Bowl 1234
Ph: xx xxxx xxxx
Fax: xx xxxx xxxx
www.annasaquarium.com.au

ABN: xx xxx xxx

Account Statement

2. **To;** Customers Name
Customers Address
Street Name
Suburb State Post Code

3. **Statement Date:** 01/01/07
Page: 1/1

| 4. | Date | Invoice # | Description | Charges | Payments | Balance |
|----|--------------|-----------|-------------------|-----------------|----------|---------------|
| | 01/12/06 | 4581 | Services Rendered | 250.00 | 250.00 | 0 |
| | 05/12/06 | 4590 | Services Rendered | 350.00 | - | 350.00 |
| | 10/12/06 | 5000 | Services Rendered | 150.00 | - | 150.00 |
| | 15/12/06 | 5024 | Services Rendered | 420.00 | - | 420.00 |
| | Total | | | 1,170.00 | | 920.00 |

| 5. | Current | 30 Days | 60 Days | 60 days + | Amount Due |
|----|---------|---------|---------|-----------|------------|
| | 920.00 | 150.00 | 85.00 | - | 235.00 |

1. Your account statement should display your business name and contact details. You may wish to include your ABN, although it is not a mandatory requirement of the ATO.
2. Your account statement should display the customers address.
3. The date and number of pages should be visible. The date will tell the customer which period the account statement relates to. The number of pages will let the customer know where their statement ends. If there is 1 of 2 the customer will expect a second page to accompany the first.
4. Your account statement should display the activity for the month, relative to the customers account.
5. If you customer has previous unpaid invoices you need to summarise these according to the number of days the invoices have been outstanding.