Client statement of account

Blank template — replace brackets and calculate every balance before sending.

Your business: [name] | Contact: [email or phone]

Client: [name and account reference] | Currency: [three-letter code]

Period: [start] to [end] | Statement date: [period end]

Opening balance: [confirmed balance just before period start]

Date	Reference	Description	Invoice (+)	Payment / credit (-)	Balance
[date]	[unique ref]	[work or invoice link]			
[date]	[unique ref]	[work or invoice link]			
[date]	[unique ref]	[work or invoice link]			
[date]	[unique ref]	[work or invoice link]			

Closing balance: [opening + invoices − payments and credits]

Review note / agreed payment instructions: [confirm details through a known channel]

Use one client and currency. List only this period’s transactions in date order. Do not repeat invoices already included in the opening balance.

Match payments and issued credits to source records. Keep disputes visible until resolved. Use invoice totals including any tax; do not add tax again.

Positive means the client owes you; negative means client credit. A statement is not a tax invoice or proof that every amount is overdue.

Word and PDF totals are manual. Use the free workbook for calculations. Delete this guidance and the example page before sharing your completed statement.

Optional next step: track your hours and prepare invoices with TimeLodge at https://timelodge.com

Client statement of account

Example — fictional details

Your business: North Studio | accounts@example.com

Client: Harbour Studio | Currency: USD

Period: 1–30 November 2026 | Statement date: 30 November 2026

Opening balance: USD 400.00

Date	Reference	Description	Invoice (+)	Payment / credit (-)	Balance
2 Nov 2026	INV-201	Website review	800.00		1,200.00
6 Nov 2026	PAY-01	Payment for opening balance		300.00	900.00
11 Nov 2026	CR-01	Credit for INV-201		50.00	850.00
16 Nov 2026	INV-202	Support delivery	200.00		1,050.00

Closing balance: USD 1,050.00

Review note: USD 100 of INV-202 disputed; no credit issued. Contact client before requesting that portion.

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