

Statement of Account

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HOW TO USE THIS TEMPLATE

1. Enter your business details and customer information at the top
2. Enter the opening balance brought forward in cell G10
3. Add transactions row by row: Date, Reference, Description, Debit or Credit
4. The running balance in column G updates automatically
5. Print or save as PDF to send to your customer

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Statement of Account

Business name: Acme Trading Ltd
Address: 123 High Street, London
Customer name: Smith Consulting Ltd

Statement date: 25/06/2026
Account ref: ACC-001

[Logo]

TOTAL INVOICED	TOTAL PAID	BALANCE OUTSTANDING	AS AT
£8,900.00	£4,500.00	£4,400.00	25/06/2026

Opening balance b/f:

Date	Reference	Description	Debit £	Credit £	Balance £
01/04/2025	INV-001	Invoice for services	£2,400.00		£2,400.00
15/04/2025	INV-002	Invoice for goods	£1,800.00		£4,200.00
30/04/2025	PAY-001	Payment received - thank you		£2,400.00	£1,800.00
10/05/2025	INV-003	Invoice for consultancy	£3,200.00		£5,000.00
20/05/2025	PAY-002	Payment received - thank you		£1,800.00	£3,200.00
05/06/2025	INV-004	Invoice for services	£1,500.00		£4,700.00
15/06/2025	CRN-001	Credit note issued		£300.00	£4,400.00

TOTALS

£8,900.00

£4,500.00

Closing balance:

£4,400.00

Please pay the balance outstanding within 30 days.

Bank details: Sort: 12-34-56 Acc: 12345678

Self-check: **Balanced**