Ashford Business Services Ltd

Vendor Statement

A statement of account for one supplier: opening balance, invoices received, payments made, and the amount now payable.

Vendor details

Vendor	Helen Morris
Account number	Account number
Address	14 Oakfield Road, Birmingham B17 9JH
Statement period	9 November 2026 to 9 November 2026
Currency	GBP
Payment terms	£45.00

Opening balance

Opening balance	£45.00
Balance as at	9 November 2026

Invoices received

Date	Invoice no.	Description	Amount

Total invoices received			**£120.00**

Payments made

Date	Payment reference	Method	Amount
Total paid			**£850.00**

Closing balance

Opening balance	**£1,250.00**
Add: invoices received	**£2,400.00**
Less: payments made	**£45.00**
Closing balance	**£120.00**
Amount payable	**£850.00**
Due date	**9 November 2026**

Ashford Business Services Ltd

Payment details

Pay by	£45.00
Bank	Helen Morris
Account	Helen Morris
Reference to quote	JOB-1042

Queries

If any item on this statement is incorrect, contact **Sarah Mitchell, Office Manager** at **Contact details as agreed at the meeting.** before the due date shown above, quoting the account number and the invoice number concerned.

Issued by

Role	Name	Signature and date
Issued by	Emma Clarke, Finance Manager	