

Monthly Invoice Instructions

Please take the time to look over your monthly statement carefully, and report any problems within 15 days of receipt. We may not be able to resolve difficulties reported beyond this period. We also recommend that you keep all of your statements on file for future reference.


Sample Monthly Invoice

1 Client or Company Name

3 Account Number

2 Credit Line

Return top portion of statement with your payment



ABC Company
12345 Elm Street
Wakefield, MA 02601

"The Ultimate Business Network"

Please send payments to:
NEW ENGLAND TRADE, INC.
926 Eastern Avenue, Malden, MA 02148-6031
(781) 388-9200 · FAX (781) 321-4443

Account No.	Cash Amount Due
12345	116.70
Fed. ID No. 012-34-5678-0	

TERMS: Due upon receipt; delinquent after 15 days.
AMOUNT PAID: \$ _____

Thank you for your remittance.

Detach here and remit with payment ▼

Account No.	Credit Limit	Available Credit	Billing Date	Broker
12345	1,000	3102.62	4/30/07	Joe Murphy

Date	Auth. No.	Description	Trade Purchases	Trade Sales	Cash Fees	Trade Fees
4/1/07	103123	Spotless Cleaners Dry cleaning	100.00		7.50	
4/7/07	104055	Print Anything 2-color brochures		200.00	15.00	
4/8/07	104086	Cable Max Advertising	750.00		56.25	
4/11/07	112021	Ads For You Advertising art	321.75		24.13	
4/12/07	114005	American Carpet Cleaners Carpet Cleaning		56.25	4.22	
4/14/07	117029	Our Favorite Spot Restaurant Food and drink	46.00		3.45	
4/15/07	99182	Credit Card Payment, Thank you			78.12-	
4/24/07	115015	Total Auto Body Fender repair		82.00	6.15	

**** IMPORTANT MESSAGES ****

The New England Trade office will be closed on May 26th for Memorial Day. Before you spend cash, think barter. Every barter dollar spent is a cash dollar saved!

PAST DUE CASH			YEAR-TO-DATE TRADE ACTIVITY	
30 Days Past Due	60 Days Past Due	90+ Days Past Due	Purchases	Sales
0.00	0.00	0.00	3976.25	4280.19

Last Payment Date	CASH ACTIVITY			
	Previous Balance	Fees Paid	Current Fees	Cash Fees Due
4/24/07	78.12	- 78.12	+ 116.70	= 116.70



MONTHLY TRADE ACTIVITY			
Previous Balance	Total Purchases	Total Sales	Trade Balance
2982.12	- 1217.75	+ 338.25	= 2102.62

Statements must be examined within 15 days. If no discrepancies are reported within this period, this statement will be considered correct.

4 Total Cash Amount Due

5 Credit Available

6 Broker

7 Date of Trade

8 Authorization Number

9 Amount of Trade Purchase

10 Amount of Trade Sale

11 Fee Charged on Transaction

12 Amounts Past Due

13 Total Trade Purchases Year-To-Date

14 Total Trade Sales Year-To-Date

15 Cash Fees Due

16 Current Trade Balance