Maple Street Print & Design

88 Maple Street, Riverton • (555) 0147-3321 • billing@maplestreetprint.example

STATEMENT OF ACCOUNT

Statement date: 30 November 2026

To: Accounts Payable, Harlow Events Ltd, Unit 4 Quayside Park, Riverton RV2 8LP

Dear Accounts Team,
Please find below your statement of account for November 2026. Our records show the balance below as outstanding. If your records differ, please let us know so we can resolve it quickly.

Date	Invoice / ref.	Description	Amount	Paid	Open
03 Nov	MSP-2201	Event banners (x6)	£540.00	£0.00	£540.00
10 Nov	MSP-2214	Programme booklets – 500	£1,260.00	£1,260.00	£0.00
18 Nov	MSP-2230	Lanyards & badges	£318.50	£0.00	£318.50
26 Nov	MSP-2247	Venue signage set	£875.00	£0.00	£875.00
Total			**£2,993.50**	**£1,260.00**	**£1,733.50**

Balance brought forward (31 Oct)	**£0.00**
Invoiced this month	**£2,993.50**
Payments received	**(£1,260.00)**
Total now due	**£1,733.50**

Payment details: Maple Street Print & Design • Sort code 20-45-77 • Account 11203398 • Reference: HARLOW. Thank you for your business.

Credit controller

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