


Sample Account Statement for Sun Jomar Rekenmeesters



REKENMEESTERS / ACCOUNTANTS

REKENINGSTAAT / ACCOUNT STATEMENT

The Members
Sample Business C C
P O Box 1
Hermanus
7200

Blouwenstraat 15
Hermanus
7200

Posbus 2090
Hermanus
7200

Tel 028-3123245
Faks 028-3131083
Sel 083-7020891
enquiries@sunjomar.co.za

BTW / VAT Reg Nr 4690167145

ABB001
31/10/2007

Please refer any account enquiries within 60 days to our accounts department.

E-mail address: accounts@sunjomar.co.za

Our VAT Registration Number

Your Account Number (Please quote in all communication with us)

Effective date of this Account Statement (payments after this date will not reflect on this statement)

Part-payment allocated against each tax invoice.

Interest charged on each overdue invoice amount*

Outstanding balance of each tax invoice

The total outstanding balance of the current account

The current portion of the current account

Notice as per the status of the current account

Summary of outstanding deposits (debit notes attached to this statement)(we shall request payment and discontinue all services after 30 days)

The total outstanding balance of all tax invoices & debit notes

This part of the account balance falls outside the window-period for account enquiries (you have accepted this part of the account as correct)*

Please pay this amount to settle your account in full.

Datum / Date	Beskrywing / Description	Dokument Bedrag / Document Amount	Bedrag Vereffen / Amount Paid	Rente Gehel / Interest Levied	Dokument Balans / Document Balance
31/08/2007	Fakt R08/0674	786.60	0.00	13.36	799.96
30/09/2007	Fakt R08/0727	4,816.66	0.00	2.64	4,819.30
31/10/2007	Fakt R08/0892	228.00	0.00	0.00	228.00

150 Days +	120 Dae	90 Dae	60 Dae	30 Dae	Current	Total
0.00	0.00	0.00	799.96	4,819.30	228.00	5,847.26

Kredietterme vir betaling van rekening streng 30 dae. Agerstallige rekening onmiddellik vereffenbaar om inwagingskoste te vermy.
Credit terms for payment of account strictly 30 days. Overdue account immediately payable to avoid collecting fees.

Further Details / Verdere Besonderhede:

Holding Deposits already paid / Hou Deposito's reeds betaal	R 1,167.00
Outstanding Deposits not yet paid / Uitstaande Deposito's nog nie betaal	R 2,280.00
Outstanding Account not yet paid / Uitstaande Rekening nog nie betaal	R 5,847.26
Nett Balance of Accounts / Netto Balans van Rekeninge	R 4,680.26
Outstanding Amount now payable / Uitstaande Bedrag nou betaalbaar	R 8,127.26
Status of Client File / Status van Kliëntelêer	Block: Outstanding Appointment Letter

Die balans van hierdie rekeningstaat kan direk in ons bankrekening betaal word: FNB, Hermanus, Takkode 200412, Sun Jomar Rekenmeesters, Rek Nr 62006692835 (Faks ash. u depositostrokke aan ons om die administrasie van u rekening te vergemaklik).
The balance of this account statement may be paid directly into our bank account: FNB, Hermanus, Branch Code 200412, Sun Jomar Accountants, Acc Nr 62006692835 (Please fax your deposit slip to us to simplify the administration of your account).

Mnr J D V de Kock, Honnours B Compt (Unisa), B Comm (Bestuursrekeningkunde) (US), MFA (SA), Praktisyn 7787

Our Logo & Banner

Summary of outstanding tax invoices (invoices attached to this statement)

Your Contact Details (please inform us of any change of details)

Date and reference number of each tax invoice

Amount of each tax invoice (VAT included)

Summary of aging account balance

The overdue portion of the current account (this balance exceeds our credit terms of 30 days)*

This part of the account balance is in arrears (we shall start with legal action)*

This part of the account balance is in arrears (we shall discontinue all services and request immediate payment)*

Summary of interest-bearing holding deposits held by us (this amount will increase monthly due to interest accrued)

The total outstanding balance of the current account, less the balance of the holding deposits held by us

* In terms of our appointment agreement with yourself (refer to your signed appointment letter)

Name of Document

The Account Statement summarizes all outstanding and current invoices and debit notes.

Our Contact Details

Our VAT Registration Number

Your Account Number (Please quote in all communication with us)

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Interest charged on each overdue invoice amount*

Outstanding balance of each tax invoice

The total outstanding balance of the current account

The current portion of the current account

Notice as per the status of the current account

Summary of outstanding deposits (debit notes attached to this statement)(we shall request payment and discontinue all services after 30 days)

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Please pay this amount to settle your account in full.

Our Bank Details & further instructions for direct deposits

Our ownership & qualifications

Notice as per the status of your client file (this should generally report "Open")