

Professional Format Guide for Payment Details Sheets

Company Name:

Example Logistics Ltd.

Document Title:

Payment Details Sheet

Date:

2024-07-05

Prepared By:

Samuel Owens

Department:

Accounts Payable

Bank Account Details

Beneficiary Name	Bank Name	Account Number	SWIFT/BIC	Branch
Example Logistics Ltd.	First City Bank	18044500947261	FCBLAEADXXX	Main Branch, Dubai

Payment Summary

Invoice No.	Description	Due Date	Currency	Amount
INV-2256	Logistics Services (June 2024)	2024-07-10	USD	3,500.00
INV-2278	Freight Charges	2024-07-10	USD	1,150.00

Total Amount Payable:

USD 4,650.00

Payment Method:

Bank Transfer

Contact for Payment Clarifications

Contact Person:

Sarah Lopez

Email:

payments@examplelogistics.com

Phone:

+971 4 334 9090

Important Notes

- Verify all bank details with the official company contact before initiating any transaction.
- Retain a copy of this sheet for audit and reference purposes.
- Ensure invoice numbers and payment references are quoted correctly in all transfers.

- For security, this document should be shared only with authorized personnel.
- Contact the company immediately if you notice any discrepancies in the payment details.