

# 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.