

Payment Breakdown Statement for Monthly Bills

Statement Date: 01/06/2024

Statement Period: 01/05/2024 – 31/05/2024

Reference No.: 2024-05-001

Billed To:

John Doe
123 Main Street
Cityname, Postal Code
Email: john.doe@email.com

Monthly Bill Breakdown

#	Description	Quantity	Unit Price (USD)	Amount (USD)
1	Electricity Bill	1	150.00	150.00
2	Water Bill	1	30.00	30.00
3	Internet	1	45.00	45.00
4	Gas	1	25.00	25.00
Subtotal				250.00
Tax (5%)				12.50
Total Amount Payable				262.50

Important Notes

- Please make payment by the due date to avoid late charges.
- Review each item for accuracy and report any discrepancies promptly.
- Payment methods accepted are bank transfer, cheque, or online payment.
- This statement serves as an official record for the stated period.
- Keep this document for your reference and future proof of payments.