

# 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                                     |
|   |                  |          |                  | <b>Subtotal</b> <b>250.00</b>             |
|   |                  |          |                  | <b>Tax (5%)</b> <b>12.50</b>              |
|   |                  |          |                  | <b>Total Amount Payable</b> <b>262.50</b> |

## 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.