

# Itemized Billing Statement

## Bill To:

Client Name  
Address Line 1  
Address Line 2  
City, State ZIP  
Phone: (xxx) xxx-xxxx  
Email: client@email.com

## Statement Details:

Statement #: 004512  
Date Issued: 2024-06-11  
Due Date: 2024-06-25

## Itemized Charges

Description	Qty	Unit Price	Amount
Consultation Fee	2	\$100	\$200
Material Cost	10	\$15	\$150
Labor (5 hrs)	5	\$35	\$175
<b>Subtotal</b>			<b>\$525</b>
<b>Tax (8%)</b>			<b>\$42</b>
<b>Total Due</b>			<b>\$567</b>

## Payment Instructions

Bank: National Bank  
Account Name: ABC Company  
Account Number: 9876543210  
Please reference the statement number when making payment.

## Important Notes

- This itemized billing statement provides a detailed breakdown of all charges incurred.
- Verify all items and contact us within 7 days if any discrepancies are found.
- Payment is due by the indicated due date to avoid late fees or service interruptions.
- Keep this statement for your records and for any future correspondence.