Farm Statement Template

A farm statement template for farms sending customers a summary of charges, payments, and the balance owed over a period. It keeps accounts clear for repeat buyers.

Farm / unit: _____ Date: _____ By: _____

Farm name and contact

Customer name and account number

Statement period

Opening balance

Invoices listed

Payments received

Credits or adjustments

Balance due

Payment instructions

TIP Send statements on a regular schedule and call customers who miss payments before sending any letter.