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CLIENT ACCOUNT HISTORY

CLIENT

Name / company

Billing contact

Email / phone

Address

TERMS

Payment terms

Rate / pricing

PO / vendor no.

Client since

Date	Invoice / payment ref.	Description	Invoiced	Paid	Balance

Opening balance (from previous sheet)	
Invoiced, this sheet	
Paid, this sheet	
Balance owed	

NOTES (PAYMENT HABITS, DISPUTES, PREFERENCES)