

A COMPANY
MR A B SAMPLE
Sample Road
Sample Town
Sampleshire
AB1 2CD

2 COMMERCIAL CARDS DIVISION
Card Customer Services
PO Box 5747
SOUTHEND-ON-SEA SS1 9AJ
Telephone: 08701541234
Facsimile: 01702278308
8am - 6pm Monday - Friday
9am - 1pm Saturday

1 If you make the minimum payment of £ 135.14 and it reaches your account on the due date of 19 NOV 2007, your estimated interest payment next month is £ 43.39. Please refer overleaf for further details.

Only ever making the minimum repayment will significantly increase the time taken to clear your balance and cost you more. If you are unable to pay the minimum payment, please contact us as soon as possible.

3 Card Number 0000 1111 2222 3333
Company A COMPANY
4 Credit Limit £ 3,000

Summary 03 November 2007

5 Balance brought forward from previous statement £ 398.98
6 Payments to your account £ 418.93
7 Spending on your account plus any adjustments £ 2,722.80
8 **New Balance** £ 2,702.85
9 Payment Due £ 135.14

The minimum payment of £ 135.14 will be claimed by Direct Debit on 19 November 2007.

- 10
- Pay in at any bank (using the bank giro credit below) allowing 4 working days to reach your account.
 - Send a cheque with the giro credit slip, allowing 7 working days.
 - Automated payments by telephone/internet banking allowing 4 working days. Cheques should be made payable to Royal Bank of Scotland plc.



bank giro credit 

Paid in by _____
Date _____

A COMPANY
0000 1111 2222 3333

11 THE ROYAL BANK OF SCOTLAND PLC
Commercial Card Division
MILTON KEYNES
MK77 1TX

Total Cash *		
Cheques etc+		
	99	£

Fee	Items
-----	-------

99-99-99
Sorting code number

99
Transaction Code

Please do not write or mark below this line

12	13	14	15
4 October - 3 November 2007	Card Number	Name/Description	Cardholder Statement Balance
		BALANCE FROM PREVIOUS STATEMENT	£ 398.98
15 OCT	3333 4444 5555 6666	PAYMENT RECEIVED -- THANK YOU	398.98 -
17 OCT	4444 5555 6666 7777	DIRECT DEBIT PAYMENT THANK YOU	19.95 -
3 NOV	5555 6666 7777 8888	A B SMITH	2,722.80
		NEW BALANCE DUE	£2,702.85

SUMMARY OF BALANCES

Balance	Monthly interest rate	OUTSTANDING BALANCE
Purchases	1.07 %	£ 2,702.85
17	18	19

- 1 Important messages and information
- 2 Our contact details in case you ever need to call us
- 3 Card Number – please have this to hand if you ever need to call us, so that we can deal with your query as quickly as possible
- 4 Credit Limit – means the maximum total amount you can owe on your account, inclusive of any interest and charges
- 5 Balance brought forward from previous statement – means any amount still outstanding from previous statements
- 6 Payments to your account – means the total amount that has been paid into your account including payments received, refunded transactions and all other credits
- 7 Spending on your account plus any adjustments – means the total amount spent on all the cards on the account since the last statement
- 8 New Balance – means the total amount outstanding on the account, taking into account the previous statement balance and new card transactions
- 9 Payment due – means the minimum amount that you should pay by the date stipulated. If you have set up a Direct Debit then this will show the day the DD will be collected
- 10 Payment options available to you
- 11 Bank Giro Credit – enables you to make a payment over the counter in an RBS branch
- 12 Date – shows the key dates transactions were made or received to your account
- 13 Card number – shows the account number or card where the activity took place
- 14 Name/Description – shows details of individual cardholders and payments made by your company
- 15 Cardholder statement balance – shows payments made by your company and the card spend by each cardholder
- 16 Payments you make to the account will show as a minus
- 17 If you take out a Balance Transfer or withdraw cash on your card, a summary of your transaction details will be shown here separately
- 18 Monthly Interest Rate is the rate we will charge you on your outstanding balance
- 19 Outstanding Balance is the total company balance remaining

This is the cardholder statement.

You will receive a cardholder statement for each active card on your Business Card account.

MR A B SAMPLE
Sample Road
Sample town
Sampleshire
AB1 2CD

1 COMMERCIAL CARDS DIVISION
Card Customer Services
PO Box 5747
Southend-on-Sea SS1 9AJ
Telephone: 08709093701
Facsimile: 01702278308
8am - 6pm Monday - Friday
9am - 1pm Saturday

2 Summary 03 November 2007

3 Card Number 0000 1111 2222 3333

Cardholder MR A B SAMPLE

4 Credit Limit £3,000

Spending on your account plus any adjustments £312.40

5 Total Activity £312.40

FOR INFORMATION ONLY.
PLEASE DO NOT REMIT PAYMENT.

Business Card 0000 1111 2222 3333

MR A B SAMPLE
Sample Road
Sample town
Sampleshire
AB1 2CD

6 7 8 9

4 October - 3 November 2007

5 Post Date	Tran Date	Bank Reference	Description	Amount
09 OCT	08 OCT	00000000	A SHOP LTD	20.00
11 OCT	10 OCT	11111111	ANOTHER SHOP LTD	45.05
17 OCT	16 OCT	22222222	THE SHOPPER	62.15
19 OCT	18 OCT	33333333	THE SHOPPER	50.00
22 OCT	18 OCT	44444444	A SHOP LTD	100.00
25 OCT	24 OCT	55555555	A COMPANY	35.20
TOTAL ACTIVITY				£ 312.40

Business Card 0000 1111 2222 3333

1 Commercial Card address and contact numbers – our contact details in case you ever need to call us

2 Card Number – please have this to hand if you ever need to call us, so that we can deal with your query as quickly as possible

3 Credit Limit – means the maximum total amount you can owe on your account, inclusive of any interest and charges

4 Total Activity – means the total amount that has been paid out of your account including purchases, interest, cash withdrawals and any fees. This total would take into account any credits made on the account such as refunds and interim payments

5 Post Date – the date a transaction reaches your account

6 Tran Date – this shows the date you made a transaction

7 Bank Reference – please quote this reference if you wish to query a transaction

8 Description – shows details of the merchant where you made your purchase

9 Amount – shows the transaction amount