

## Contra Offset Statement

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**Statement No:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Reference No:** \_\_\_\_\_  
**Currency:** \_\_\_\_\_

**PARTY A (CUSTOMER DETAILS)**

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**Name:** \_\_\_\_\_  
**Acc No:** \_\_\_\_\_

**PARTY B (VENDOR DETAILS)**

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**Name:** \_\_\_\_\_  
**Acc No:** \_\_\_\_\_

**OUTSTANDING CUSTOMER RECEIVABLES (PARTY A)**

| Date                          | Invoice / Ref No | Description | Amount Owed to Us |
|-------------------------------|------------------|-------------|-------------------|
|                               |                  |             |                   |
|                               |                  |             |                   |
|                               |                  |             |                   |
| <b>Total Receivables (A):</b> |                  |             |                   |

**OUTSTANDING VENDOR PAYABLES (PARTY B)**

| Date                       | Bill / Ref No | Description | Amount We Owe |
|----------------------------|---------------|-------------|---------------|
|                            |               |             |               |
|                            |               |             |               |
|                            |               |             |               |
| <b>Total Payables (B):</b> |               |             |               |

**CONTRA OFFSET SETTLEMENT SUMMARY**

|   |  |
|---|--|
| <b>Total Customer Receivables (A)</b>             |  |
| <b>Total Vendor Payables (B)</b>                  |  |
| <b>Contra Offset Amount (Lesser of A &amp; B)</b> |  |
| <b>Net Balance Remaining</b>                      |  |
| <b>Net Balance Direction</b>                      |  |

We, the undersigned parties, hereby mutually agree that the outstanding accounts receivable and accounts payable balances stated above shall be offset by the Contra Offset Amount specified. Following this adjustment, the remaining net balance shall be settled in accordance with our standard payment terms.

\_\_\_\_\_

**Authorized Signature**  
For Party A

.....  
Date:

\_\_\_\_\_

**Authorized Signature**  
For Party B

.....  
Date: