

Clearer statements for easier explanations

BusinessOne makes it easy to manage expenditure. Each month you will receive an individual cardholder statement. A copy of this will be sent to the company's main point of contact in their monthly statement pack, along with a total business summary.

Individual Cardholder statement

All your business expenses are on this statement, cutting administration dramatically. There is no need to reconcile receipts, petty cash, personal card statements or other proof of purchase documents. Better still; all transactions are listed with a merchant name against them, rather than a cheque number, making life a lot easier when reconciling payments.



If you have any questions about your statements, please call the NatWest BusinessOne Helpline

0845 300 8459

8am-6pm Monday to Friday and 9am-1pm on Saturday

Reading your statement

Company Statement

NatWest

Sample Street
Mr A B Sample
1 Sample Street
Sampleton
S4M 1P12

1 COMMERCIAL CARDS DIVISION
Cards Customer Services
PO Box 5747
SOUTHEND-ON-SEA SS1 9AJ
Telephone: 0845 300 8459
Facsimile: 0170 227 8312
8am - 6pm Monday-Friday
9am - 1pm Saturday

onecard

2 Card Number 0000 1111 2222 3333
Company Sample Ltd
3 Credit Limit £3,000

Summary 20 February 2009

Balance brought forward from previous statement	£0.00
Payments to your account	£95.94
Spending on your account, plus any adjustments	£1,900
New Balance	£1,900
Payment Due	£1,900

Payment should reach your account by 28 February 2009

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

Reading your statement

Individual Card Statement

12 March - 24 March 2009				oncard	
Post Date	Tran Date	Bank Reference	Your Ref	Transaction Description	Amount
12 MAR	12 MAR	11111113		DEBIT Test transaction 7	8 150.00
TOTAL ACTIVITY					9 £150.00

4 Post Date **5** Tran Date **6** Bank Reference

- 4** Post Date – the date a transaction reaches your account.
- 5** Tran Date – this shows the date you made a transaction.
- 6** Bank Reference – please quote this reference if you wish to query a transaction.
- 7** Transaction Description – shows details of the merchant where you made your purchase.
- 8** Amount – shows the transaction amount.
- 9** Total – shows the total outstanding balance for the cardholder including any refunds the cardholder may have received.



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