

## Business Charge Card – Corporate Report

This part of your Company Report details spending by individual cardholders on your Company's Business Charge Card account.

The <b>co-operative</b> bank						
THE CO-OPERATIVE BANK PLC			DATE: 31/10/11			
CARDHOLDER SPEND BY COMPANY						
COMPANY: ABC MANUFACTURING COMPANY LIMITED						
PRODUCT: BUSINESS CHARGE CARD						
CARD HOLDER: MR A B SAMPLE		CENTRE: 00000		DEPT: 00000		
4000 0000 0000 0000						
Train Date	Post Date	Merchant Description	MCC	CAT	AMOUNT	
01/10/2011	05/10/2011	ABC RENT A CAR	01234	00	40.60	
02/10/2011	06/10/2011	ABC HOTEL	04722	00	32.60	
03/10/2011	07/10/2011	ABC PETROL STATION	05920	31	26.13	
04/10/2011	08/10/2011	ABC RESTAURANT	05812	00	29.17	
05/10/2011	09/10/2011	ABC AIRLINE	04722	30	27.00	
06/10/2011	10/10/2011	ABC TRAINLINE	05920	30	155.38	
Cardholder Total					<b>310.88</b>	
CARD HOLDER: MR A B SAMPLE						
CENTRE: 00000		DEPT: 00000				
4000 0000 0000 0000						
Train Date	Post Date	Merchant Description	MCC	CAT	AMOUNT	
01/10/2011	05/10/2011	ABC RENT A CAR	01234	00	40.60	
02/10/2011	06/10/2011	ABC HOTEL	04722	00	32.60	
03/10/2011	07/10/2011	ABC PETROL STATION	05920	31	26.13	
04/10/2011	08/10/2011	ABC RESTAURANT	05812	00	29.17	
05/10/2011	09/10/2011	ABC AIRLINE	04722	30	27.00	
16/10/2011	20/10/2011	ABC PROFESSIONAL FEES	05812	00	333.20	
Cardholder Total					<b>488.70</b>	

## Business Charge Card – Company Statement

The Control Summary summarises the total spending by each cardholder in that month, followed by a detailed breakdown of each cardholder's activity.

\* If there is no activity by a cardholder it will not show on the statement.

The <b>co-operative</b> bank			
Mr A B Sample Company Name 1 Sample Street Sample City Sample Postcode		Control Summary	
BUSINESS VISA STATEMENT OF ACCOUNT			
Summary	Date	Description	Amount
Account number <b>4000 0000 0000 0000</b>	08-Sep	BALANCE BROUGHT FORWARD	2.10
		DIRECT DEBIT PAYMENT - THANK YOU	2.10 CR
Statement date <b>01 November 11</b>		<b>CONTROL SUMMARY</b>	
		4000 0000 0000 0000 Mr A B Sample	310.88
		4000 0000 0000 0001 Mr Z X Sample	488.70
Credit limit <b>£20,000</b>		<b>NEW BALANCE</b>	<b>799.58</b>
Previous balance <b>£2.10</b>		<b>Date Description</b>	<b>Amount</b>
Payment Received <b>£2.10 CR</b>		Cardholder: Mr A B Sample	
New Balance <b>£799.58</b>		Card Number: 40000 0000 0000 0000	
	09-Oct	ABC AIRLINE ANY TOWN	27.00
	10-Oct	ABC TRAINLINE ANY CITY	155.38
	11-Oct	ABC WEBSITE PURCHASE ANY TOWN	28.40
	12-Oct	ABC SUPERMARKET ANY CITY	30.00
		<b>Card Total</b>	<b>£240.78</b>
		Cardholder: Mr Z X Sample	
		Card Number: 40000 0000 0000 0001	
		<b>Breakdown of each cardholder's activity</b>	
	05-Oct	ABC RENT A CAR ANY TOWN	40.60
	06-Oct	ABC HOTEL ANY CITY	32.60
	07-Oct	ABC PETROL STATION ANY TOWN	26.13
	08-Oct	ABC RESTAURANT ANY CITY	29.17
	09-Oct	ABC AIRLINE ANY TOWN	27.00
	10-Oct	ABC TRAINLINE ANY CITY	155.38
	11-Oct	ABC WEBSITE PURCHASE ANY TOWN	28.40
		<b>Card Total</b>	<b>£339.28</b>
The full balance outstanding will be collected by Direct Debit regardless of any other payments received			
Purchases and payment made in the last few days may not be included on this statement.			
Please see overleaf for changes of address.			

## Business Charge Card – Corporate Report

This part of your Company Report summarises the total spending and the total volume of transactions per month on your Company's Business Charge Card account.

The <b>co-operative</b> bank			
THE CO-OPERATIVE BANK PLC		DATE 31/10/2011	
CARDHOLDER SPEND BY COMPANY			
COMPANY: ABC MANUFACTURING COMPANY LIMITED			
COMPANY TOTAL THIS MONTH (OCTOBER)		TOTAL SPEND 553.06	TOTAL TRANSACTIONS 8
COMPANY YTD:			
MONTH	TOTAL SPEND	TOTAL TRANSACTIONS	
JANUARY	0.00	0	
FEBRUARY	0.00	0	
MARCH	0.00	0	
APRIL	0.00	0	
MAY	0.00	0	
JUNE	0.00	0	
JULY	0.00	0	
AUGUST	0.00	0	
SEPTEMBER	33.98	1	
OCTOBER	553.06	8	
NOVEMBER	0.00	0	
DECEMBER	0.00	0	
YEAR TO DATE	<b>587.04</b>	<b>9</b>	

## Business Charge Card – Cardholder Statement

Each cardholder will receive an individual statement detailing the transactions they have made that month.

The <b>co-operative</b> bank			
Mr A B Sample Company Name 1 Sample Street Sample City Sample Postcode			
BUSINESS VISA CARD STATEMENT			
Summary	Date	Description	Amount
Account number <b>4000 0000 0000 0000</b>	05-Oct	ABC RENT A CAR ANY TOWN	40.60
	06-Oct	ABC HOTEL ANY CITY	32.60
	07-Oct	ABC PETROL STATION ANY TOWN	26.13
	08-Oct	ABC RESTAURANT ANY CITY	29.17
Statement date <b>01 November 11</b>		<b>NEW BALANCE</b>	<b>£128.50</b>
Credit limit <b>£20,000</b>			
New Balance <b>£128.50</b>			
Purchases and payment made in the last few days may not be included on this statement.			
Please see overleaf for changes of address.			