

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 co-operative 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					310.88	
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					488.70	

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 co-operative 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 4000 0000 0000 0000	08-Sep	BALANCE BROUGHT FORWARD	2.10
		DIRECT DEBIT PAYMENT - THANK YOU	2.10 CR
Statement date 01 November 11	CONTROL SUMMARY		
		4000 0000 0000 0000 Mr A B Sample	310.88
		4000 0000 0000 0001 Mr Z X Sample	488.70
Credit limit £20,000	NEW BALANCE		799.58
Previous balance £2.10	Date	Description	Amount
Payment Received £2.10 CR		Cardholder: Mr A B Sample	
New Balance £799.58		Card Number: 40000 0000 0000 0000	
The full balance outstanding will be collected by Direct Debit regardless of any other payments received		09-Oct ABC AIRLINE	ANY TOWN 27.00
Purchases and payment made in the last few days may not be included on this statement.		10-Oct ABC TRAINLINE	ANY CITY 155.38
Please see overleaf for changes of address		11-Oct ABC WEBSITE PURCHASE	ANY TOWN 28.40
		12-Oct ABC SUPERMARKET	ANY CITY 30.00
	Card Total		£240.78
	Cardholder: Mr Z X Sample		
	Card Number: 40000 0000 0000 0001		
	Breakdown of each cardholder's activity		
	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
	Card Total		£339.28

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 co-operative 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	TOTAL TRANSACTIONS
		553.06	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	587.04	9	

Business Charge Card – Cardholder Statement

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

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