

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 | ANY TOWN | FR | 01234 | 00 | 40.60 | | | |
| 02/10/2011 | 06/10/2011 | ABC HOTEL | ANY CITY | GB | 04722 | 00 | 32.60 | | | |
| 03/10/2011 | 07/10/2011 | ABC PETROL STATION | ANY TOWN | GB | 05920 | 31 | 26.13 | | | |
| 04/10/2011 | 08/10/2011 | ABC RESTAURANT | ANY CITY | DK | 05812 | 00 | 29.17 | | | |
| 05/10/2011 | 09/10/2011 | ABC AIRLINE | ANY TOWN | GB | 04722 | 30 | 27.00 | | | |
| 06/10/2011 | 10/10/2011 | ABC TRAINLINE | ANY CITY | FR | 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 | ANY TOWN | FR | 01234 | 00 | 40.60 | | | |
| 02/10/2011 | 06/10/2011 | ABC HOTEL | ANY CITY | GB | 04722 | 00 | 32.60 | | | |
| 03/10/2011 | 07/10/2011 | ABC PETROL STATION | ANY TOWN | GB | 05920 | 31 | 26.13 | | | |
| 04/10/2011 | 08/10/2011 | ABC RESTAURANT | ANY CITY | DK | 05812 | 00 | 29.17 | | | |
| 05/10/2011 | 09/10/2011 | ABC AIRLINE | ANY TOWN | GB | 04722 | 30 | 27.00 | | | |
| 16/10/2011 | 20/10/2011 | ABC PROFESSIONAL FEES | ANY CITY | FR | 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 | | | | | | | | | |
| 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 | | | | | | | |
| | | 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 | | |
| | | Card Total | | | £240.78 | | | | |
| | | Cardholder: Mr Z X Sample | | | | | | | |
| | | Card Number: 40000 0000 0000 0001 | | | | | | | |
| | | 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 | | | | |
| 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 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 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 | | 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. | | | | | | | | | |