WORKSHEET 02 / TO COMPLETE

Understanding a bill

Connect the documents, payments and questions.

Print and write at your own pace, or copy these headings into a notebook.

Item / contact / reference

Amount requested / stated date

Initial price / confirmed payments / balance found

Documents matched / difference to explain

My question / verified contact channel

A reminder and a bill may relate to the same amount. Asking for an explanation does not automatically postpone a payment date.