

**Company Name Here**

**Receivable Template**

**Receivable Chart**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Client’s Name  **Client’s ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Address:** |  | | | **Phone:** |  | | **Email:** |  |
| **Product’s Name** | **Balance Due for Month 1** | **Balance Due for Month 2** | **Balance Due for Month 3** | **Balance Due for Month 4** | **X Days** | **X 30** | **Probability** | **Notes** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed By**

**Important Notes:**

*\*Column for X days will show the days after the due date that needs to be considered while making next business with that client.*

*\*X 30 shows that the payment was made after one month of due date that demands justification from client.*

*\* Probability column will show the probability of recovery of payment from that client*