

Print or email customer statements

Most businesses send statements to customers who have outstanding balances at the end of a month. Statements will be generated using the statement form you choose at the time of emailing or printing, and you can [personalise your statement form](#) to suit your business needs.

Once you've [set up AccountRight to send emails](#), you're good to go.

Here's how to print or email (or reprint or resend) statements one at a time or in a batch.

To print customer statements

To email customer statements

To save statements to disk

To preview statements

FAQs

Why does my statement print multiple copies when using multi-currency?

Related topics

- Personalising statements
- Sending forms in a batch
- Sending emails
- Month-end procedures
- Email default text and settings

From the community

- [Sending statements to multiple email addresses](#)**
- [Customer Statements in a foreign currency](#)**
- [Multiple Emails](#)**
- [Choosing second email address when sending statements](#)**
- [Account right not sending all invoices via e-mail.](#)**

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