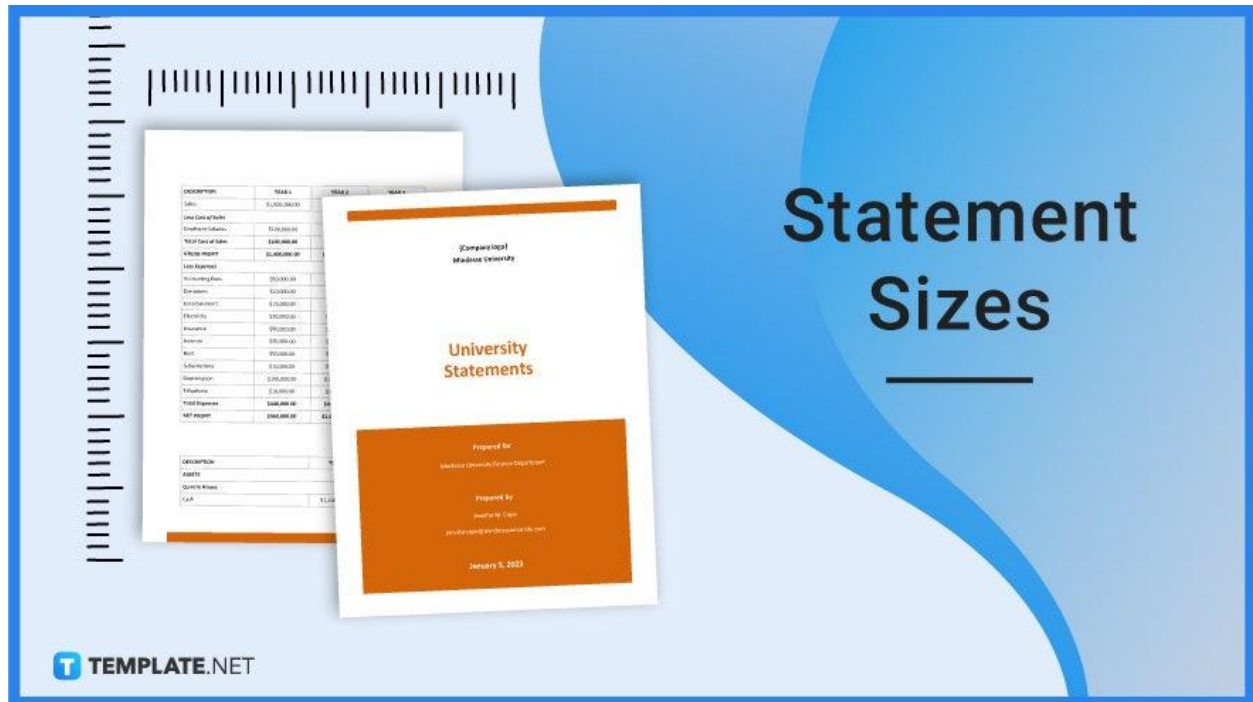


# Statement Sizes

Statement sizes should be considered when making a statement document for your organization. They are essential to make your output look professional, appropriate, impactful, and readable to your audiences.



## Statement Sizes Standard

Whether it is an income statement, a financial statement, or a school statement, the right document size should be followed. For the standard ones, here are the sizes that are being used:

### US Letter

The first standard statement size used is a US Letter size, which measures 8.5×11 inches. This is commonly used in a research paper statement and should fit a standard letter-sized envelope.

## A4 Size

The following standard statement size currently in use is the A4 size, which measures 8 and  $\frac{1}{4}$  by 11 and  $\frac{3}{4}$  of an inch. Comparative to the US letter size, the A4 size is more commonly used for statements with a business purpose, such as an income statement (also known as a profit & loss statement) and a financial statement which can provide an analysis of the company's business activities along with their assets and cash flow.

## Statement Sizes for Print

Statement documents meant to be printed for their respective use can follow the two standard sizes: the US Letter (8.5×11 inches) and the A4 (8.27×11.69 inches). Prior to printing, make sure that the right text font, document size, orientation, page quantity, and margin for your use case have been selected in the print options, and also, make sure that the right paper has been inserted into the printer.

TYPES OF PRINTS	SIZE (in)
US Paper Size	8.5" × 11"
A4 Size	8.27" × 11.69"

## Statement Size for Business

Business statements such as income statements and financial statements (that contain a balance sheet), which provide an observation about the enterprise or the company's business performance regarding their sale of goods and their cash flow, should make use of

the A4 size which is measured at 8.27×11.69 inches. A4 paper sizes fit most documents containing table cells from excel (and a little bit of introductory text) in a horizontal orientation, and they also fit financial statements done in a vertical orientation.

# Statement Sizes for Business

**T** **TEMPLATE.NET**

8.27 inches

11.69 inches

# Statement Sizes for MS Word

A statement can also be created in various types of word-processing applications, with MS Word being one of them, and the sizes that can be used are the standard ones, which are the US Letter (8.5×11 inches) and the A4 size (8.27×11.69 inches). To select the page size in MS word, first, go to the page layout tab, then click the size command, which brings a drop-down menu, and from there, you can select between these two sizes.

The diagram illustrates two document templates side-by-side within a Microsoft Word interface. The left template is labeled with a width of 8.5 inches and a height of 11 inches. The right template is labeled with a width of 8.27 inches and a height of 11.69 inches. Both templates feature a header with '(Company Name) Madbury University', a main title 'University Statements', and a footer with 'Prepared by: [Name], [Address], [City], [State], [Zip] January 5, 2025'. The diagram is titled 'Statement Sizes for MS Word' and includes the 'TEMPLATE.NET' logo in the top right corner.

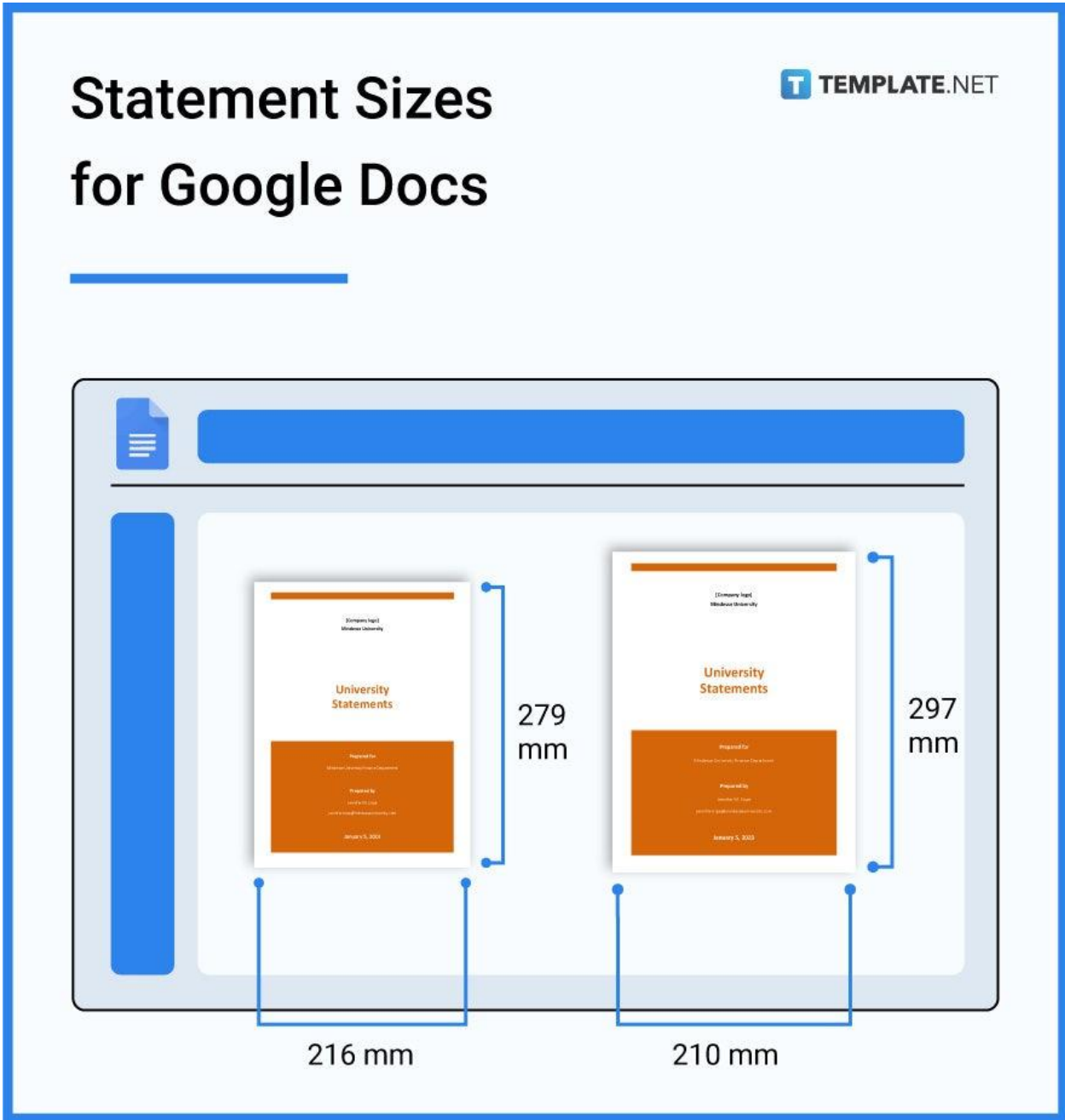
# Statement Sizes for Apple Pages

Apple Pages is also an app where one can create a well-thought-out statement document (such as an invitation statement) or report. Similar to MS Word, there can be plenty of document sizes that are available in its options. Still, you only need to make use of the standard ones, which are the US Letter (21.59×27.94 cm) and the A4 size, which is 21.0×29.7 cm; to select the desired size, go to the Documents tab, click the pop-up menu in the sidebar that shows the current paper size, and from there, you can select your option.



# Statement Sizes for Google Docs

Another word-processing tool that can be used to create a compelling statement document is Google Docs, which can be handy since it automatically saves whatever you've typed in. Similarly, since these documents are only used in a business or formal setting, there are only two standard sizes that should be observed. They are the US letter size, which measures 216×279 mm, and the A4 size, which measures 210×297 mm; to select the right size, go to the File tab, select page setup from the menu, and from there, you can find the paper size dialog box.



## **FAQs**

### **What is a statement size?**

The statement size depends on your use case, but two standard ones can be adhered to, which are the US Letter size and the A4 size.

### **What is the common size statement?**

The common size statement used is the letter size, which measures 8.5 by 11 inches.

### **How long is a statement supposed to be?**

Most statement documents, such as school statements, are only supposed to be 2-3 pages long.

### **What size is statement paper in cm?**

The cm size of statement papers is 21.59×27.94 cm for the US letter size, while it measures 21.0×29.7 cm for the A4 size.

### **What is statement and executive size paper?**

Executive size paper is appropriate for business and personal letters, and they come in three different dimensions, which are 7×10.5 inches for Executive 1 paper size, 7.25×10.5 inches for Executive 2 paper size, and 7.5×10.5 inches for Executive 3 paper size.

### **How to estimate the size of a delete statement?**

“DELETE” statement is a command used to delete existing statements in a table, and to estimate the size, followup the Delete command with another command, which is “REORG\_REBUILD”, and from there, you can use the “sp\_estspace” procedure to estimate the size of the delete statement.

### **What is the financial statement in SAP?**

A financial statement in SAP refers to the hierarchical arrangement of different general ledger accounts, which can be arranged following the legal regulations used to generate different statements.

## **How to resize table columns within a statement?**

To resize table columns within a statement, first, right-click on the table, select table properties, and from there, you can select column options that allow you to reduce or expand the table column accordingly.

## **What is a comparative size statement?**

A comparative statement is a document that is used to compare a particular financial statement with a prior period statement, and it uses the A4 paper size that most business statements use.

## **How to calculate common-size financial statements?**

The formula for calculating a common-size financial statement is income statement line item divided by net sales.