

Loan Description: **Loan to George Burdell**

Loan Amount\*  
**\$25,000.00**

Name: **George Burdell**  
Address: **1 Techwood Drive**  
**Atlanta, Georgia**

Start Date of loan  
**March 1, 2003**

Phone: **1-55-55-1212**  
Fax: **none**

Days of interest in  
first month\*\*  
**30**

Annual Interest Rate:  
**6.000%**

Expected Monthly payment \*\*\*  
**\$483.32**

Replace the bold and blue entries with your values. Dates on the other sheets will change when you update the start date of the loan

\* If there are additional borrowings, they can be entered on the monthly payment details worksheet. You can also specify the number of days of interest that applies to each additional borrowing on the monthly details worksheet.

\*\* The first month's interest charge is prorated based on the days of interest entered above divided by 30. Please confirm the days of interest calculated by the formula in E10 and override (by typing in a number) if necessary.

\*\*\* Actual loan payments are entered on the monthly payment details worksheet. To the left of the payment, enter the date of the payment. The payment should be entered in on the month in which it was received. If the payment is due in February but received in March, you should post on the March row.