

LOGO

Acme Corporation
123 Commerce Avenue
New York, NY 10001
Phone: +1 212 555 4812
Email: accounts@acme.com

EXPENSE INVOICE

Invoice No: INV-2024-0075

Date: 2024-06-20

Vendor ID: VND-08967

Payment Terms: Net 30 Days

Bill To:

Vendor Name LLC
421 Market Street
Los Angeles, CA 90017
Email: billing@vendornname.com

#	DESCRIPTION	CATEGORY	DATE	AMOUNT (USD)
1	Project Equipment Rental	Rental	2024-06-15	1,500.00
2	Travel Reimbursement	Travel	2024-06-16	320.00
3	Supply Purchase	Material	2024-06-17	760.00
Subtotal:				2,580.00
Tax (5%):				129.00
Total Due:				2,709.00

Vendor Signature

Authorized by: Accounting

Important Notes:

- This invoice must include valid supporting documents for each expense item (e.g., receipts, tickets).
- Ensure all details are accurate for timely payment.
- Bank details and payment instructions should be attached if not already provided.
- Invoices submitted past the due date may be subject to processing delays.
- Contact our accounts team if there are discrepancies or questions about this payment.

