

Expense Invoice

Invoice No: INV-2024-038

Date: 2024-06-20

Due Date: 2024-06-30

Vendor Name: Acme Supplies Ltd.

Vendor Address: 112 Bay Street, Metropolis

Contact: contact@acmesupplies.com

Billed To: Springfield Solutions

Address: 99 First Ave, Springfield

Contact: billing@springfield.com

Expense Details

#	Description	Quantity	Unit Price	Amount
1	Printer Paper Reams	10	\$4.00	\$40.00
2	Toner Cartridge	2	\$50.00	\$100.00
3	Office Delivery Charge	1	\$15.00	\$15.00
			Total	\$155.00

Payment Method: Bank Transfer

Bank Details: Acme Supplies Ltd., IBAN: XX1234567899

Prepared By: John Doe

Email: accounts@acmesupplies.com

Date: _____

Authorized Signature

Important Notes

- Ensure all details are accurate and correspond to purchased goods/services.
- Retain a copy of this invoice for your own records and tax purposes.
- Payment is due by the stated due date to avoid late fees.
- Contact the vendor if discrepancies are found.
- This invoice should be referred in all payment communications.