

Freelance Expense Invoice

From:

Alex Taylor
234 Maple Avenue
Downtown, 56789
email@example.com

To:

Creative Solutions Ltd.
45 Oak Street
Midtown, 12345
contact@creativesolutions.com

Invoice #: EXP-0098

Date: 2024-06-12

Due Date: 2024-06-26

Description	Date	Qty/Units	Rate/Cost	Amount
Train tickets (Client Meeting)	2024-06-01	2	â,¬35.00	â,¬70.00
Design software subscription	2024-06-05	1	â,¬28.00	â,¬28.00
Printing of presentation materials	2024-06-08	1	â,¬18.50	â,¬18.50
Lunch (Client Meeting)	2024-06-01	2	â,¬12.00	â,¬24.00

Subtotal:â,¬140.50

VAT (0%)â,¬0.00

Total Due:â,¬140.50

Payment Instruction

Bank: Example Bank
IBAN: DE34 5001 0517 5407 3249 31
BIC: EXAMPLEDXB
Reference: EXP-0098

Important Notes:

- Expenses should be supported by receipts or relevant documentation.
- Only business-related expenses reimbursable as per agreement.
- Invoice numbers must be sequential for record-keeping.
- Payment terms and due dates should be clearly specified.
- Include detailed descriptions for each expense item.