

# 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.