

Supplier Expense Invoice

Supplier

ABC Supply Company

Address

123 Main Street

Cityville, ZIP 45678

Phone

+1 234 567 8901

Email

contact@abcsupply.com

Invoice No.

EXP-2024-0612

Invoice Date

2024-06-12

Due Date

2024-06-26

Bill To

XYZ Enterprises Ltd.

Address

456 Corporate Ave

Business City, ZIP 78910

Contact

jane.doe@xyzltd.com

#	Description	Date	Qty	Unit Cost	Amount
1	Office Stationery	2024-06-01	10	\$15.00	\$150.00
2	Printer Ink Cartridge	2024-06-05	2	\$55.00	\$110.00
3	Catering for Team Meeting	2024-06-10	1	\$120.00	\$120.00
Subtotal				\$380.00	
Tax (10%)				\$38.00	
Total Amount				\$418.00	

Important Notes

- Please verify all expense item details before processing payment.
- Ensure payment is made by the due date to avoid any late fees.
- Retain this invoice for your accounting and auditing records.
- Contact the supplier immediately if there are any discrepancies.
- Applicable taxes and deductions must be in accordance with current regulations.