

# Vendor Bill

**Vendor Name:**

ABC Supplies Co.

**Vendor Address:**

123 Commerce Rd, Suite 200  
Newtown, CA 91011

**Contact:**

John Doe, (123) 456-7890

**Bill Number:**

VEND-1245

**Bill Date:**

2024-06-10

**Due Date:**

2024-07-10

**Reference PO:**

PO-2024-105

## Itemized Expenses

Description	Account	Quantity	Unit Price	Amount
Office Chairs	Office Equipment	10	85.00	850.00
Desks	Office Equipment	5	150.00	750.00
Delivery Charges	Logistics	1	60.00	60.00
			<b>Subtotal</b>	1,660.00
			Tax (8%)	132.80
			<b>Total Due</b>	<b>1,792.80</b>

## Important Notes

- Review all item descriptions and account assignments for accuracy before processing.
- Ensure the bill references a valid purchase order where required.
- Itemized expenses facilitate clearer accounting and budget tracking.
- Retain supporting documentation for each line item as needed for verification or audits.
- Pay attention to vendor payment terms to avoid late fees.