

Project-Based Expense Vendor Bill

Document Date: 2024-05-01

Bill Number: PB-2024-0156

Vendor: XYZ Supplies Ltd.

Contact: John Smith

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Project: Website Redesign 2024

Project Code: WR-2024-009

Client: ABC Tech Solutions

Date	Description	Category	Reference	Amount
2024-04-10	UI Mockups Design Services	Professional Services	PO# WR-2024-014	\$2,500.00
2024-04-17	Stock Images for Landing Pages	Assets	Invoice IMG-055	\$400.00
2024-04-22	Front-End Development (Phase 1)	Development	Work Order #FE-001	\$3,000.00
Subtotal				\$5,900.00
Tax (8%)				\$472.00
Total Due				\$6,372.00

Bill To:

ABC Tech Solutions

789 Client St.,

Suite 100, New City, NY 12345

Payment Terms: Net 30 Days

Due Date: 2024-05-31

Make all checks payable to: **XYZ Supplies Ltd.**

Bank Transfer Details available upon request.

Important Notes:

- This bill is for project-specific expenses as detailed above; unrelated charges should not be included.
- Attach itemized receipts or supporting documents for each expense line if available.
- Ensure bill aligns with project contract terms before submission/approval.
- Discrepancies or disputes should be reported within 7 days of bill receipt.
- Retain a copy of this bill for your records and audits.