

# Standard Debit Note for Expense

Debit Note No.

DN-2024-001

Date

2024-06-14

Reference No.

EXP-4587

Due Date

2024-06-21

Vendor/Supplier Name

ABC Services Ltd.

Vendor/Supplier Code

VND-00235

Company Name

XYZ Corporation

Company Address

1234 Market Street, City, Country

## Expense Details

### Description of Expense

	Amount
Consulting Fees for May 2024	1,500.00
Reimbursement: Travel Expenses	250.00
Reimbursement: Stationery Supplies	60.00

### Subtotal

1,810.00

### Tax (10%)

181.00

### Total Amount

1,991.00

## Reason for Debit Note

Correction of previously unbilled expenses incurred for consulting services and related reimbursements.

### Important Notes:

- This debit note serves as a formal request for payment towards expenses incurred and previously not invoiced.
- Please reference the Debit Note No. in all correspondence.
- Payment should be made by the due date mentioned above to avoid late fees or interest.
- Review all details and contact [accounting@xyzcorporation.com](mailto:accounting@xyzcorporation.com) in case of discrepancies or queries.