

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 in case of discrepancies or queries.