

Recurring Expense Bill

Bill No: REB-2024-0001
Date: 2024-06-10
Frequency: Monthly
Supplier: Sigma Utilities Pvt. Ltd.
Supplier GSTIN: 27ABCDE1234F1Z2
Contact: +91-99999 88888

Billed To:
Delta Tech Solutions
67 Avenue Road
Bangalore, IN 560001
GSTIN: 29BCDEA4567QZ1
Bill Period:
01-Jun-2024 to 30-Jun-2024

EXPENSE DETAILS

Description	Account Code	Units	Amount (INR)
Office Internet Subscription	EXP-5201	1	2,000.00
Cloud Storage Fee	EXP-5207	1	500.00
Subtotal			2,500.00
GST @ 18%			450.00
Total			2,950.00

Payment Terms: 15 Days
Payment Mode: Bank Transfer
Authorized Signatory

IMPORTANT NOTES

- Recurring expense bills help automate expense tracking and ledger entries.
- Ensure account codes match your accounting/ERP system for proper mapping.
- Verify recurring period and frequency before approval and posting.
- All taxes and amounts should be rechecked each cycle.
- For any changes in contract or supplier details, update the automation workflow.