

INVOICE

Vendor Name: Office Essentials Inc.

Address: 123 Office Lane, Business City, XY 12345

Phone: (555) 123-4567

Email: billing@officeessentials.com

Invoice No: 2024-058

Date: 2024-06-10

Reference: Office Supply Reimbursement

Billed To:

Company Name: Acme Corp.

Contact: John Smith

Department: Facilities

Address: 789 Business Ave, Suite 456, Metro City, ZZ 67890

Email: john.smith@acmecorp.com

Reimbursable Office Supply Details

#	Description	Date Purchased	Quantity	Unit Cost	Total (USD)
1	Printer Paper (Case of 10)	2024-06-03	2	40.00	80.00
2	Ink Cartridges - HP 63XL (Black)	2024-06-04	4	32.00	128.00
3	Staplers	2024-06-05	3	7.50	22.50
4	Desk Organizer	2024-06-06	1	19.00	19.00

Subtotal: 249.50

Tax (5%): 12.48

Total Due (USD): 261.98

Important Notes:

- Ensure all original purchase receipts are attached for reimbursement processing.
- Only approved office supplies as per company policy are reimbursable.
- Submit invoice within 30 days of purchase to guarantee prompt payment.
- Contact accounts@acmecorp.com for any queries regarding reimbursement.
- Incorrect or incomplete submissions may delay processing of reimbursement.