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| --- | --- |
| EXPENSE REPORT |  |

Invoice No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BILL TO:** | **INVOICE FROM:** |  |
|  | **Mr. Client**  Main Address Here City, State, Zip Code  P: (222)333-4444  E: email@website.com | **Company Name**  Company Address Here City, State, Zip Code  P: (222)333-4444  E: email@companywebsite.com |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **#** | **Description** | **Value Delivered/Outcome Achieved** | **Amount** |  |
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| --- | --- | --- | --- | --- |
|  |  | **Subtotal:** |  |  |
|  |  | **Tax:** |  |  |
|  |  | **Total:** | **$0.00** |  |

**Payment Terms:**

Please make checks payable to [Your Company Name].

**Thank you for your business!**