

# Your Company

123 Your Street  
Your City, ST 12345  
(123) 456-7890

# Invoice

Submitted on 01/01/2000

## Invoice for

Name

Company name

Street address

City, State, Zip

## Payable to

Name

## Project

Project name

## Invoice #

123456

## Due date

1/3/2000

Description	Qty	Unit price	Total price
Item #1	1	\$200.00	\$200.00
Item #2	2	\$200.00	\$400.00
			\$0.00
			\$0.00

Notes:

Subtotal	\$600.00
Adjustments	-\$100.00
	<b>\$500.00</b>

Your Company

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Your City, ST 12345  
(123) 456-7890

Expense Report

09/04/00 - 09/05/00

<b>Name</b> Employee name	<b>Employee ID</b> #111111	<b>Department</b> Department name
<b>Manager</b> Manager name	<b>Purpose</b> Expense purpose	

Date	Category	Description	Notes	Amount
9/4	Flight	Flight #123		\$0.00
9/5	Hotel	Hotel Name		\$0.00


\$0.00

<b>Signature</b>	<b>Date</b>

