



EXPENSE DESCRIPTION & JUSTIFICATION

CATEGORY

RECEIPT REF

AMOUNT

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Labor Subtotal: \_\_\_\_\_

Expenses Subtotal: \_\_\_\_\_

Tax / VAT: \_\_\_\_\_

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**Total  
Outstanding:**

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**PAYMENT TERMS & INSTRUCTIONS**

All payments must be made within \_\_\_\_\_ days from invoice date.

Bank Name: \_\_\_\_\_

IBAN / Account Number: \_\_\_\_\_

SWIFT / BIC: \_\_\_\_\_

Routing/Transit: \_\_\_\_\_

**ADDITIONAL PROJECT NOTES / REMARKS**

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