

SOFTWARE SUBCONTRACTING

Expense & Invoice Template

Invoice / Ref No: _____

Date: _____

Project Code/Name: _____

SUBCONTRACTOR INFO

Name: _____

Email: _____

Phone: _____

Tax ID / VAT: _____

CLIENT INFO

Company: _____

Contact Person: _____

Billing Address: _____

PO Number: _____

1. PROFESSIONAL SERVICES (LABOR)

DATE	DESCRIPTION OF TASKS / DELIVERABLES	HOURS	RATE	TOTAL AMOUNT

2. REIMBURSABLE EXPENSES

DATE	CATEGORY (E.G. SAAS, HW, TRAVEL)	DESCRIPTION / PURPOSE	RECEIPT ATTACHED	AMOUNT

Services Subtotal: _____

Expenses Subtotal: _____

Tax / VAT (if
applicable):

Grand Total:

PAYMENT INSTRUCTIONS

Bank Name:

Account Holder:

Account Number:

Routing / Sort:

IBAN:

SWIFT / BIC:

Subcontractor Signature Date

Authorized Approver Signature Date