BILLBOARD & OOH ADVERTISING

Expense Report Sheet

Company Name:

Date:

Campaign Name:

Prepared By:

Billing Period:

Approved By:

Vendor / Provider	Media Type	Location / Market	Campaign Dates	Production Cost	Media Space Cost	Taxes / Fees	Total Cost

Total Production:	
Total Media Space:	
Total Taxes/Fees:	
GRAND TOTAL:	

Submitted By (Signature) Date

Authorized Approval (Signature) Date