

EXPENSE REPORT & INVOICE TRACKER

Content Creation & Copywriting

Writer Name: Period: Date Submitted:

Invoice & Income Tracker

Date Issued	Invoice #	Client	Project / Copy Description	Word Count / Hours	Rate	Total Amount
				Total Invoiced:		

Content Creation & Copywriting Expenses

Date	Category (Software, Research, Travel, Advertising)	Description / Purpose	Vendor / Merchant	Amount
			Total Expenses:	

TOTAL GROSS EARNINGS

TOTAL ALLOWABLE EXPENSES

NET EARNINGS

Writer Signature

Date

Please attach all corresponding receipts and invoices when submitting this report.