GRAPHIC DESIGN PROJECT EXPENSE LOG

Expense Template for Graphic Design and Branding Services

PROJECT NAME

CLIENT

PROJECT MANAGER

DATE RANGE

TOTAL BUDGET

PURCHASE ORDER #

DATE	CATEGORY	DESCRIPTION	VENDOR	REF / INVOICE #	AMOUNT

SUBTOTAL	
TAX / VAT	
TOTAL EXPENSES	
REMAINING BUDGET	

PREPARED BY (SIGNATURE & DATE)

APPROVED BY (SIGNATURE & DATE)