

# Subcontractor Billing and Expense Documentation

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Invoice and Expense Report

## Invoice Details

Invoice Number: [Insert Invoice Number]

Project Name: [Insert Project Name]

Billing Period: [Start Date] to [End Date]

## Services Provided

Description	Quantity	Rate	Total
[Service Description]	[Quantity]	[Rate]	[Total]

## Expenses Incurred

Date	Description	Amount
[Expense Date]	[Expense Description]	[Amount]

## Summary

Total Amount Due: [Total Amount Due]

## Payment Instructions

Please make all payments to: [Your Company Name]

Bank Details: [Bank Name, Account Number, Routing Number]

If you have any questions or require further documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]