

Workshop Expense Billing Template

Billing To

[Client Name]
[Client Company]
[Address Line 1]
[Address Line 2]

Details

Date: _____
Invoice #: _____
Workshop Date: _____

Description	Qty	Unit Cost	Amount
[Item 1]	_____	_____	_____
[Item 2]	_____	_____	_____
[Item 3]	_____	_____	_____
Subtotal			_____
Tax			_____
Total			_____

Notes / Comments:

Billed By:

Signature: _____
Name: _____
Date: _____

Approved By:

Signature: _____
Name: _____
Date: _____