Weekly - Petty cash /expense card statement.

Name	E. Prasad		Statement date	6/11/25		
Prepared by	Prasad		Sign	Prasad		
From period			To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi G.V. Ventures LLP		Vivopolis A4 12 Pages Brochers	3894	Y N	Y N
2.					Y N	Y N
3.					Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.						
10.	Total			3894		

Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	6/11/25			
Date:				

APPROVED BY
PRASAD
MANAGER PROMOTION
NOV 2025

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills vouchers for 6 months. 6. Division manager and accounts manager approval required for expenses of over 2,000 - per week. MDs approval is required for expenses of over 10,000/- per week

Company/Firm	Modi GV Ventures LLP
Project	
Voucher No.	
Account head	
Paid to	Leomind Creatives
Towards/description of work	Multicolour Printing 130GSM Sono, Vivopolis A4 size 12 Pages Brochure
Location of work	
Amount in Rs.	3894/-
Amount in words	Three thousand Eight Hundred Ninety Four only
Mode of payment	

	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY
06 NOV 2026
E. PRASAD
MANAGER PROMOTION

Leomind Creatives

#2-2-647/227/3, Street No.II, Central Excise Colony,
Lane Behind Divyansali High School, Bagh Amberpet,
HYDERABAD - 500 013. Telangana State, India
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

GSTIN: 36DDCPG9552D1ZM
PAN: DDCPG9552D

TAX INVOICE

To,
Modi GV Ventures LLP
5-4-187/3&4, IInd Floor, Soham Mansion, M.G Road,
Hyderabad, Telangana - 500003.

GSTIN No. : 36ABUFM6980A1ZU

INVOICE No.	: LMC/2025-26/041
DATE	: 31-10-2025
P. O./ Order No.	: 0041/2K25-26
DATE	: 30-10-2025

S.No.	DESCRIPTION	HSN/SAC	QTY.	RATE (INR)	TOTAL (INR)
1.	Towards the Printing & Supply Charges for Vivopolis - Closed A4 Size 12 Pages Brochure Multicolour Printing on 130 GSM Art paper with Center Pinning	998912	*50*	66.00	3,300.00

APPROVED BY
03 NOV 2025
E. PRASAD
MANAGER PROMOTION

E.&C.E

TOTAL AMOUNT	3,300.00
CGST @ 9%	297.00
SGST @ 9%	297.00
IGST @ -	-
GRAND TOTAL (INR)	3,894.00

Grand Total (INR in words)

Three Thousand Eight Hundred Ninety Four Only.

I hear by certify that this invoice shows the actual price of Creatives / Printing / Digital / Electronic / In & Outdoor media advertising promotional described, that no other invoice has been issued, and that all particulars are true and correct.

Payment Options :

Payment should be made by DD / Cheque in favour of "LEOMIND CREATIVES" or Online Transfer.

- Account No. : 59059050999
  Bank Name & Branch : IDFC FIRST Bank, Himayatnagar Branch, Hyderabad.
  IFSC Code : IDFB0080221

Terms & Conditions :

1. Complaints / Clarifications will not be entertained after 7 days of delivery.
2. Intrerest @ 24% p.a. is charged on unrealised payments.
3. All disputes subject to Hyderabad Jurisdiction only.

for Leomind Creatives

LEOMIND CREATIVES HYDERABAD UAM No.TS02D0050489

Authorised Signatory

THANK YOU FOR YOUR BUSINESS!