Business Sales/Cost/Expense Record

Business Name: Week/Month Ending Date:

SALES				COST OF SALES		
Invoice #	Date	Customer	Amount	Description of Product	Quantity	Cost

EXPENSE				EXPENSE CATEGORY	
Invoice #	Date	Vendor	$ Amount	Exp. Type / Description of Product	Other Info

NOTES: **1. Record beginning & ending mileage.** **2. Describe Purpose of Trip or Destination** **3. List Out-of-Pocket expenses**

4. Meals with Others and Entertainment must have the following info: Date, Whom, Business Purpose, & Amount. (Use reverse side if necessary)