INVOICE LISTING

Please read the following notes and instructions:

1	Please fill in the data for all vendor bills received in December.
2	You must fill in **all** the information accurately to give us the best information for bookkeeping and tax purposes. If you have paid the invoice, please also fill in columns F to H. If you have Excel, please input using that; otherwise, print out and hand-write.
3	This will ensure you get every deduction that you are entitled too in the case that the checks do not clear before year-end.
4	If the included pages are not enough, please just print out or make a copy of page 2 or page 3.
5	If you are hand-writing this, please calculate & fill the total on each page for invoices and checks.
6	Please feel free to call us if you have any questions.

A	B	C	D	E	F	G	H
INVOICE DATE	INVOICE NUMBER	VENDOR NAME	TYPE OF EXPENSE	INVOICE AMOUNT	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
		TOTAL INVOICE AMOUNT (JUST THIS PAGE):		TOTAL CHECK AMOUNT			

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A	B	C	D	E	F	G	H
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