

Month End Paperwork Example

Sysco Invoices in order of dates
Franz Bun invoices, arranged by
week. Any other invoices, like
mats, repairs etc.

Employee folders for
any employee who
terminated during the
period

Interview Guide
paperwork for those
you did not hire

Used coupons for
the month in a
sack, do not need
to be sorted.

Weekly Register
paperwork. One for each
week in the period. Signed
till printouts

Any mail that
arrived at your
location during the
period

