

KENYA CERAMIC PRODUCTS

MONTHLY SALES LOG

Trainer Name: _____ Month: _____ Year: _____

		Debits		Credits
PAYEE	DATE	ITEM(S) SOLD	TOTAL SALE	PAYMENT COLLECTED
(Name of buyer)	(Today)	(Description)	(KES)	(Received today)
<i>Example 1: Michael Jones</i>	<i>1/2/09</i>	<i>1 Filtron – cash</i>	<i>989</i>	<i>989</i>
<i>Example 2: Mary Nelson</i>	<i>1/3/09</i>	<i>1 Filtron – credit</i>	<i>1154</i>	<i>82</i>
<i>Example 3: Mary Nelson</i>	<i>1/31/09</i>	_____	_____	<i>82</i>
		TOTALS:		

KENYA CERAMIC PRODUCTS PROGRAM LOG

Completed by: _____ Month: _____ Year: _____

			Debits			Credits
TRAINER NAME	PAYEE	DATE	ITEM(S) SOLD	TOTAL SALE		PAYMENT COLLECTED
(Seller)	(Name of buyer)	(Today)	(Description)	(KES)		(Received today)
			TOTALS:			