

## Visitor Classification Register

Date: \_\_\_\_\_

Category of visitors	Prospective customer	Working Associates	Direct Consumer	Publicity related	Courtesy	Staff	Staff Personal	Maintenance staff	all other categories	Total
	1	2	3	4	5	6	7	8	9	
Nos.										

### Daily refreshment / office expenses & accountability

Number of persons served with category	Refreshment & Rates					Conveyance @ ₹ 6/- p.km	Office expenses		Total
	Sandwich @ ₹ 69	Chow min @ ₹.	Bread + Tea @	Thali			Item	Amount	
				Plain @	Special @				
Amount									

Opening Bal.	
Received	0
Total	
Expenses	
Balance	

Form issued as per visitor register	Form Issued		Signature
	Purpose	Pages	

### Vehicle Running Log Book

Sl. No	Starting Time	Reading on Starting	Reading on Destination	Time at Destination	Place with Location	Total (K.M)
<b>Total KM</b>						