

Accounting Document						
Business Name						
Address						
Contact no		As on[dd/mm/yyyy]				
Date of commencement of accounting period						
Date of termination of accounting period						
Validity of accounting period						
Accounting done by						
Designation						
Accounting details						
Sl. No.	Particulars for accounting	Details	Units involved	Rate per unit	Discount	Net amount
1.	Cost of buying goods and raw materials					
2.	Production, manufacturing and transportation expenses					
3.	Repair and maintenance costs					
4.	Salaries, wages, bonus					
5.	Advertising costs					
6.	Shares and debentures					
7.	Bank loans, payable interests					
8.	Office supplies, utilities and miscellaneous expenses					
9.	Tax and insurance, depreciation costs, etc.					
10.	Sales revenue					
11.	Other details					
Signature of authorizing person						
Stamp of authority						