

6 x 9 TRIP ENVELOPE

INSTRUCTIONS:

Scroll down or click link to the [Front view](#).

Fill in the 3 form fields at top with

- Your Company name
- Your Phone and FAX Numbers

Load 6 x 9 envelopes in your printer to print in Portrait mode

Print CURRENT PAGE [Page 2] onto front of envelope(s).

Scroll down or click link to [Back view](#). [Page 3]

Load envelopes back into printer for printing on back. Make sure flaps don't interfere with paper feed.

Print CURRENT PAGE onto backs of envelopes.

Best Practices:

Keep detailed records of trip information, mileage and purchases, putting all receipts in the envelope, and use the envelopes to track paid and unpaid trips by putting them in separate boxes or trays.

Enter revenue and expenses from envelopes into a bookkeeping program like Quicken.

[Compliments of Barney's Pilot Car Service. Home of **Pilot-Pole**](#)

[Comments or suggestions?](#)

PH

CAR

COMPANY

TRUCK #

TRAILER #

TRIP #

INVOICE #

FAX

DATE

BROKER

DRIVER

LOAD TYPE

H-W-L

P.O. #

ORIGIN		DESTINATION	
DEADHEAD MILES		LOADED MILES	
END		END	
START		START	
END		SUBTOTAL	
START		EXTRA	
TOTAL		TOTAL	

BILLING RECAP

1ST 25 MILES	@	=	
MILES	@	PER MILE	
MOTEL	DAYS @	PER DAY	
NO GO	@	PER DAY	
DAY RATE	@	PER DAY	
FUEL SURCHG	%	=	
OTHER CHG		=	
		TOTAL	

FUEL LOG

STATION	GALLONS	COST	ODOMETER
TOTALS			

