

Vendor Financial Reporting Form

Use this form to report concession or merchandise sales for the event.

Vendor Information

Event Name:

Event Date:

Vendor / Business Name:

Contact Name:

Phone:

Email:

Sales Summary

Beginning Cash (cash on hand at start):

Cash Sales:

Credit/Debit Sales:

Other Sales (Venmo, CashApp, etc.):

Total Gross Sales (sum of sales above):

Product Costs Breakdown

List general categories of product costs used for the event. This does not need to be exhaustive.
Examples: food, candy, drinks, patches, hats, supplies, etc.

Item Description	Category	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Product Costs (sum of all cost amounts above):

Net Profit Calculation

Net Profit = Total Gross Sales - Total Product Costs

Net Profit: