

WORKSHEET 8

Daily Operations Log

Log each day's jobs, miles, revenue, and insights — Chapter 11

■ courierbusinessinsider.com/florida-worksheets — Download all 9 fillable worksheets free. Password: FLORIDA2026

Complete at the end of each working day. In Florida, note any SunPass toll charges and weather-related delays — both are important for your records.

Date

Starting Odometer Reading

Ending Odometer Reading

Total Business Miles Today

Number of Jobs Completed

Total Revenue Collected Today

Cash Expenses Paid Today (detail)

SunPass Tolls Charged Today (from app)

Platform Revenue (Flex, Roadie, etc.)

Independent Client Revenue

Weather Delays? (duration + reason)

Most Profitable Job Today (why?)

Any Problems, Delays, or Client Issues?

Follow-Up Needed With Any Client?

Tomorrow's First Pickup — Time & Address

One Thing to Do Better Tomorrow
