

WORKSHEET 8

Daily Operations Log

Log each day's jobs, miles, revenue, and NYC-specific costs — Chapter 11

■ courierbusinessinsider.com/newyork-worksheets — Download all 9 fillable worksheets free. Password: NEWYORK2026

Complete at the end of each working day. Track all NYC-specific costs: congestion pricing, E-ZPass tolls, and commercial parking — all are deductible.

Date

Starting Odometer Reading

Ending Odometer Reading

Total Business Miles Today

Number of Jobs Completed

Total Revenue Collected Today

E-ZPass Tolls Today

Congestion Pricing Charged Today

Commercial Parking Paid Today

Cash Expenses Paid Today (other)

Platform Revenue (Flex, Roadie, etc.)

Independent Client Revenue

Building Access Issues? (building, what happened)

Most Profitable Job Today (why?)

Any Problems, Delays, or Client Issues?

Follow-Up Needed With Any Client?

Tomorrow's First Pickup — Time, Address & Entrance

One Thing to Do Better Tomorrow
