NORTH EAST WASTE FORUM
NEW WAYS WITH LESS WASTE
Enquiries to:
Jeanie McKillop
Business Waste Reduction
Project Co-ordinator
P: 6687 4945 M: 0421 888 686
PO Box 340
LENNOX HEAD NSW 2478
business@northeastwasteforum.org.au
www.northeastwasteforum.org.au

Business Waste Reduction Project Toolkit

Reviewing Records

Information on **purchase items**:

Record details on material items and consumables purchased for the necessary running of your business. When reviewing your records, it is more effective to record quantities of materials used within a set time period (i.e. 6 months or 1 year).
Examples of common business purchase items are: paper; stationery; food; maintenance; guest/patient/client; and aesthetic items. Once again, if the table below does not allow enough space for your purchase items, you can simply create a separate table more specific to your business.

Material Item	Service Provider	Quantity ordered			Cost
EXAMPLE ITEM		Quantity Ordered	Date Ordered	Price / unit	
Document Paper	*Office Works*	*10 rheems*	02/02/06	10.00	$100.00
Document Paper	*Office Works*	*18 rheems*	26/06/06	10.00	$180.00
Document Paper	*Office Works*	*7 rheems*	14/08/06	10.00	$70.00
Total Cost of Paper					**$350**

Total