

MONTHLY REPORT on SCOPE OF WORK

REPORT # _____ of 9

Date: _____

Business Name: _____

Contact Person and Phone Number: _____

Website Address: _____

Reporting Period (Specify Month): _____

Name of Person Filling Out Report: _____

PROGRESS REPORT:

With which GOAL did you make progress?	What did you accomplish? (List actions, steps or milestones toward achieving goal)	Who helped? (Person, business and/or vendor)	Actual Cost? (List and attach copies of invoices/bills and proofs of payments)
TOTAL INVESTMENT being submitted for reimbursement this month:			\$

STATISTICS OVERVIEW:

Last Month		Current Month	
Number of unique or new visitors:		Number of unique or new visitors:	
Amount spent on advertising/marketing:		Amount spent on advertising/marketing:	
Total # of online transactions:		Total # of online transactions:	
Total amount of online sales:		Total amount of online sales:	

(Please make copies of this page for each monthly report and attach the requisite invoices/bills and proofs of payment before emailing to apply@denisontx.org or bringing into the Denison Development Alliance office)