

**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)
<b>TOTAL INVESTMENT being submitted for reimbursement this month:</b>			<b>\$</b>

**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 [tbarney@denisontx.org](mailto:tbarney@denisontx.org) or bringing into the Denison Development Alliance office at 115 N. Rusk Ave., Denison, TX 75020)