

## Duty Slip

TRIP NO. \_\_\_\_\_

One trip, one sheet — freight in, every cost out, profit at the bottom

|                      |                |                             |
|----------------------|----------------|-----------------------------|
| VEHICLE NO.          | DRIVER         | GUEST / COMPANY             |
| FROM                 | TO             |                             |
| DATE OUT             | DATE IN        | PACKAGE (HRS / KM)          |
| ODOMETER — START     | ODOMETER — END | KILOMETRES RUN              |
| FREIGHT RECEIVED (₹) |                | ADVANCE GIVEN TO DRIVER (₹) |

| EXPENSE HEAD              | AMOUNT (₹) | BILL / RECEIPT NO. · REMARKS |
|---------------------------|------------|------------------------------|
| Extra kilometres          |            |                              |
| Extra hours               |            |                              |
| Night halt                |            |                              |
| Driver allowance          |            |                              |
| Parking / toll            |            |                              |
| Interstate permit         |            |                              |
| Fuel (if not included)    |            |                              |
| Miscellaneous             |            |                              |
| Other                     |            |                              |
| <b>Total expenses (₹)</b> |            |                              |

|                 |                                   |
|-----------------|-----------------------------------|
| TRIP PROFIT (₹) | BALANCE TO SETTLE WITH DRIVER (₹) |
|-----------------|-----------------------------------|

Trip profit above is freight minus the costs listed. It does not yet carry this trip's share of the month's fixed costs — EMI, insurance, permit, driver salary, tyres. Divide those by the trips the truck actually runs and subtract to get the real figure.

\_\_\_\_\_  
Driver\_\_\_\_\_  
Office / accounts\_\_\_\_\_  
Owner