

# Monthly Folder Paperwork

## *Paperwork Order:*

- Deposits
- WISR
- Control Sheet
- Invoice Log Report
- Sales Discount Analysis
  - Printed off Subway Partners Website
- Payouts
  - Staple to standard sheet of paper
- PFG Invoice
- Store to Store Transfers
- Weekly Time Punch Report
  - Staple on top of the Time Clock Adjustment forms for the week
- Monthly Checklist
- Miscellaneous Paperwork & Mail