

## Laundry Cash Receipts Report

Property Name: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_  
 Date of Last Report: \_\_\_\_\_

Batch Number \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_

**Washer No. 1 and Dryer No. 1 are closest to the Laundry Room Entrance and must consistently be reported in this manner.**

**Washer No. 2 and Dryer No. 2 are the next closest to the door, and so on.**

**One Report is to be completed for each phase of multi-phase properties.**

Equipment	Beginning Counter Reading	Ending Counter Reading	Total Number of Cycles	Charge Per Cycle	Estimated Revenues	Actual Revenues	Variance
Washer No. 1							
Washer No. 2							
Washer No. 3							
Dryer No. 1							
Dryer No. 2							
Dryer No. 3							
Totals	XXX	XXX		XXX			

Prepared By: \_\_\_\_\_  
 Approved By: \_\_\_\_\_

Explanation of Variance: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_