



# Global Explorer Advertising Report Sheet

No.	Company	Ad Size	Cheque Amount	Your 70% Credit	30% Production	GST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Your Credit Total Is \_\_\_\_\_

**Example; A black and white 1/8 page ad is sold for \$254.40 to ABC Store.**

No.	Company	Ad Size	Cheque Amount	70%	30%	GST
1	ABC Store	1/8 Page	\$ 254.40	\$ 168.00	\$ 72.00	\$ 14.40

Take the GST amount from your cost sheet for a 1/8 page ad and write it in under GST (\$ 14.40), then look for the ad cost on the sheet for the 1/8 page ad. The cost is \$ 240.00. Take 70 % of the ad cost as your credit ( $\$ 240 \times .7 = \$ 168$ ) and take 30% of the ad cost as the production cost ( $\$ 240 \times .3 = \$ 72$ ).