

DIRECT MAIL PRINT & POSTAGE EXPENSE LOG

Campaign Expenditure Tracking & Reconciliation Form

Campaign Name:
Campaign ID:
Date Range:
Target Audience Size:
Prepared By:
Department / Cost Center:

TOTAL PRINT EXPENSES

TOTAL POSTAGE EXPENSES

OTHER/FULFILLMENT COST

TOTAL CAMPAIGN SPEND

Total Summary

Prepared By (Signature & Date)

Authorized Approver (Signature & Date)