

DATABASE

Date	Description	Amount
June 21	Rental income	\$900
July 12	Utilities	-\$100
Aug 19	Phone	-\$125

DOCUMENT

Dear Bob:

Sales for 1985 are
looking excellent.
I'll keep you
informed as the
situation becomes
clearer.

SPREADSHEET

	1983	1984	1985
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Income	5000	10000	14000
Expenses	2000	6000	8000
Profit	3000	4000	6000

Sincerely, John