

# Daily Sales and Deposit Reconciliation Statement

Date

Location

Prepared By

## Sales Summary

Description	Amount
Total Sales	
Less: Returns/Discounts	
Net Sales	

## Deposit Details

Payment Type	Amount Collected	Amount Deposited
Cash		
Checks		
Credit/Debit Cards		
<b>Total</b>		

## Reconciliation

Over/Under (+/-)

Remarks

## Signatures

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Prepared By

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Verified By

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Approved By