In-Store Daily Sales Activity Report

Date: _____ | Store/Branch: _____

1. Opening Details

Opening Time: _____
Opened By: _____

2. Sales Summary

Product/Category	Units Sold	Sales Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Sales: _____

3. Payment Breakdown

Payment Method	Amount
Cash	_____
Credit/Debit Card	_____
Others	_____

4. Inventory Exceptions / Stockouts

Item	Status/Note
_____	_____
_____	_____

5. Notes & Observations

_____

Prepared By

_____

Checked By