

# Daily Sales Report

Date: \_\_\_\_\_

Store Name: \_\_\_\_\_

Prepared By: \_\_\_\_\_

## Sales Summary

Product Name	Category	Units Sold	Unit Price	Total Sales
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Units Sold:

\_\_\_\_\_

Total Sales Amount:

\_\_\_\_\_

Payment Method (Cash/Card/Online):

\_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

Manager's Signature

\_\_\_\_\_

Prepared By