

## **Daily Sales Report Template**

Company name	Company Logo
Company website	
Store/Department	
Address	
Date	
<u> </u>	Report No.

Item sold	Time	Price per unit	Quantity	Tax %	Sales Tax	Sales person

Total items sold			Total daily sales				
New orders							
No.	o. Item		Quar	Quantity			
Notes							
110103							
Sales manager	:		<del></del>				
Signature:							

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