



Daily Sales Report Template

Company name		<div data-bbox="1373 464 1892 730" style="border: 1px solid black; padding: 5px;">Company Logo</div> <div data-bbox="1306 768 1892 831" style="border: 1px solid black; padding: 5px; margin-top: 10px;">Report No.</div>
Company website		
Store/Department		
Address		
Date		

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



Total items sold		Total daily sales	
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New orders

No.	Item	Quantity

Notes

Sales manager: _____

Signature: _____