

Daily Sales Report

Outlet Name: _____
Date: ____ / ____ / ____
Reported by: _____

Sales Summary

Product / Category	Units Sold	Unit Price	Total Sales
Example Product 1	____	____	____
Example Product 2	____	____	____
Total Sales of the Day			_____

Payment Breakdown

Payment Mode	Amount
Cash	_____
Credit/Debit Card	_____
UPI/Digital Wallet	_____
Others	_____
Total	_____

Opening Cash Balance: _____
Closing Cash Balance: _____

Remarks / Observations

Important Notes:

- This report should be filled at the end of each business day for accurate sales tracking.
- Ensure all payments and sales are verified with receipts and system tally.
- Record any anomalies, refunds, or discrepancies under remarks.
- Keep this document as part of your daily sales documentation for audit and inventory reconciliation.