

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.