

# Daily Sales and KPI Report

**Store..... Date.....**

**Daily to Reach Budget**

weekly budget less  
week to date divided  
by days remaining

<u>Day</u>		<u>Weekly</u>			<u>Week to Date</u>					
Budget	Sales	Cust	Items	Ave \$	Budget	Sales	Cust	Items	Ave \$	Sales
\$2,000	\$			\$	\$12,000	\$			\$	\$
	Cameras Sold		List.....							

## Team Member

Name	Budget	Sales	Cust	Items	Ave \$	Time Worked
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
<b>Total</b>	\$2,000	\$				

## Banking

Cash Receipts	.+	\$
Eftpos	.+	\$
Amex/Diners	.+	\$
Account Sales	.+	\$
Account Payments	.-	\$
Unders	.+	\$
Overs	.-	\$
Petty Cash	.+	\$
<b>Total = Daily Sales</b>		\$

**Second Register (Caboolture) Day \$.....**

**Second Register (Caboolture) Month to Date \$.....**