**DAILY**

**SALES REPORT**

**Presented To:**

[SPECIFY COMPLETE NAME OF COMPANY REPRESENTATIVE]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY COMPLETE NAME OF COMPANY]

[ADDRESS LINE]

[SPECIFY CONTACT NUMBER]

[SPECIFY EMAIL ADDRESS]

[SPECIFY WEBSITE ADDRESS]

**Presented By:**

[SPECIFY COMPLETE NAME OF COMPANY REPRESENTATIVE]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY COMPLETE NAME OF COMPANY]

[ADDRESS LINE]

[SPECIFY CONTACT NUMBER]

[SPECIFY EMAIL ADDRESS]

[SPECIFY WEBSITE ADDRESS]

[SPECIFY TITLE OF DAILY SALES REPORT TEMPLATE]

[SPECIFY DAILY SALES REPORT NUMBER]

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| **1. [SPECIFY COMPLETE NAME OF COMPANY] Background** | [SPECIFY PAGE NUMBER] |
| * 1. [SPECIFY COMPLETE NAME OF COMPANY] Information
 | [SPECIFY PAGE NUMBER] |
| * 1. Company Mission
 | [SPECIFY PAGE NUMBER] |
| * 1. Company Objectives
 | [SPECIFY PAGE NUMBER] |
| * 1. [SPECIFY NAME OF COMPANY] Products
 | [SPECIFY PAGE NUMBER] |
| * 1. [SPECIFY NAME OF COMPANY] Services
 | [SPECIFY PAGE NUMBER] |
| * 1. Company Financial Summary
 | [SPECIFY PAGE NUMBER] |
| 1. **[SPECIFY COMPLETE NAME OF COMPANY] Sales Summary**
 | [SPECIFY PAGE NUMBER] |
| * 1. Invoice Summary
 | [SPECIFY PAGE NUMBER] |
| * 1. Product Sales Register Summary
 | [SPECIFY PAGE NUMBER] |
| * 1. Service Sales Register Summary
 | [SPECIFY PAGE NUMBER] |
| * 1. Transaction Details
 | [SPECIFY PAGE NUMBER] |
| 1. **[SPECIFY COMPLETE NAME OF COMPANY] Financial Summary**
 | [SPECIFY PAGE NUMBER] |
| * 1. Projected Cash Flow
 | [SPECIFY PAGE NUMBER] |
| * 1. Projected Profit and Loss
 | [SPECIFY PAGE NUMBER] |
| * 1. Sales Forecast
 | [SPECIFY PAGE NUMBER] |
| * 1. Projected Balance Sheet
 | [SPECIFY PAGE NUMBER] |

**1. [SPECIFY COMPLETE NAME OF COMPANY] Background**

**1.1. [SPECIFY COMPLETE NAME OF COMPANY] INFORMATION**

[SPECIFY COMPLETE NAME OF COMPANY] is a [SPECIFY COMPANY] focused on providing [SPECIFY COMPANY INDUSTRY] products and services [OR SPECIFY COMPANY PRODUCTS AND SERVICES] products and services including [SPECIFY COMPANY BRAND NAMES AND/OR TRADEMARKS].

[SPECIFY COMPLETE NAME OF COMPANY] began business last [SPECIFY YEAR OF ESTABLISHMENT] at [SPECIFY NAME OF COMPANY MAIN HEADQUARTERS]. In [SPECIFY YEAR], [SPECIFY COMPLETE NAME OF COMPANY] produced its early [SPECIFY COMPANY INDUSTRY] products and services [OR SPECIFY COMPANY PRODUCTS AND SERVICES] products and services including [SPECIFY COMPANY BRAND NAMES AND/OR TRADEMARKS].

Since then, [SPECIFY COMPLETE NAME OF COMPANY] has established itself as a leading authority [OR PRODUCER MANUFACTURER OR SPECIFY] of high quality [SPECIFY COMPANY INDUSTRY] products and services in the [SPECIFY AREA(S) AND LOCATION(S) COVERED] [OR IN SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE].

Currently, [SPECIFY COMPLETE NAME OF COMPANY] provides a range of clients [OR CUSTOMERS] in the [SPECIFY AREA(S) AND LOCATION(S) COVERED] [OR IN SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE].

[SPECIFY COMPLETE NAME OF COMPANY]’s team of [SPECIFY COMPANY INDUSTRY] experts in having a successful record in delivering outstanding [SPECIFY COMPANY PRODUCTS AND SERVICES] solutions to [SPECIFY NUMBER OF MARKETS] markets in [SPECIFY AREA/ REGION COVERED] and in [SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE] in [SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE].

[SPECIFY COMPLETE NAME OF COMPANY] focuses on [SPECIFY COMPANY TARGET MARKET(S)] markets in [SPECIFY AREAS OR LOCATIONS COVERED] and in [SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE] in [SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE]

**1.2. COMPANY MISSION**

It is the mission of [SPECIFY COMPLETE NAME OF COMPANY] to provide [SPECIFY PRODUCTS AND SERVICES] services and to be the best [SPECIFY COMPANY] company in [SPECIFY STATE OR PROVINCE] or [SPECIFY AREA OR LOCATION COVERED].

[SPECIFY COMPANY MISSION] [SPECIFY COMPANY MISSION DETAILS]

**1.3. COMPANY OBJECTIVES**

[SPECIFY COMPLETE NAME OF COMPANY] aims to achieve the following objectives in [SPECIFY NUMBER [SPECIFY TIME UNIT]:

1. In [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY COMPLETE NAME OF COMPANY] aims to achieve reduced operational cost of ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or a [SPECIFY NUMBER OF PERCENTAGE]% decrease compared to [SPECIFY TIME UNIT]
2. In [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY COMPLETE NAME OF COMPANY] aims to achieve reduced costs in waste spending of ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or a [SPECIFY NUMBER OF PERCENTAGE]% decrease compared to [SPECIFY TIME UNIT]
3. By [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY COMPLETE NAME OF COMPANY] aims to invest in Total Quality Management amounting to ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY]
4. [SPECIFY COMPLETE NAME OF COMPANY] aims to reduce error rates by [SPECIFY NUMBER OF PERCENTAGE]% in [SPECIFY NUMBER] [SPECIFY TIME UNIT].
5. [SPECIFY COMPLETE NAME OF COMPANY] aims to reduce energy usage per unit of production, saving up to ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or by [SPECIFY NUMBER OF PERCENTAGE]% in operational cost in [SPECIFY NUMBER] [SPECIFY TIME UNIT].

[SPECIFY COMPLETE NAME OF COMPANY] aims to increase operational reliability by [SPECIFY NUMBER OF PERCENTAGE]% in [SPECIFY AREA(s)] by [SPECIFY NUMBER] [SPECIFY TIME UNIT].

**1.4. [SPECIFY COMPLETE NAME OF COMPANY] PRODUCTS**

The table below summarizes the line of products that [SPECIFY COMPLETE NAME OF COMPANY] offers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Product** | **Product Description** | **Retail Price [SPECIFY UNIT]** | **Wholesale Price [OR SPECIFY]** |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |

**1.4. [SPECIFY COMPLETE NAME OF COMPANY] SERVICES**

The table below summarizes the line of services that [SPECIFY COMPLETE NAME OF COMPANY] offers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Service** | **Service Description** | **Retail Price [SPECIFY UNIT]** | **Wholesale Price [OR SPECIFY]** |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] |  ₹[SPECIFY AMOUNT PER UNIT] |  ₹[SPECIFY AMOUNT IN BULK] |

**2. [SPECIFY NAME OF DAILY SALES REPORT COMPANY] SALES SUMMARY**

**2.1. INVOICE SUMMARY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Invoice Summary** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Week to Date** | **Month to Date** |
| Total Invoices processed | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| Total Invoice net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| % of Total net sales | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| Average cost/ invoice |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total cost/ net sales ratio |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total non-quick sales processed | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| Total non-quick sales net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average non-quick sales net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average non-quick sales cost/ invoice |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total non-quick sales cost/ net sales ratio |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| % of Total non-quick net sales | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| Total Invoice non-quick sale net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average non-quick sale net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total gift card sales processed |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total gift card sales net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average gift card sales net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average gift card sales cost/ invoice |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total gift card sales cost/ net sales ratio | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| % of Total gift card net sales | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| Total Invoice gift card net sales | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |

**2.2. PRODUCT SALES REGISTER SUMMARY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Sales** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Week to Date** | **Month to Date** |
| **Total Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Less: Discounts** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Coupons |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Refunds Before Tax |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Net Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gift cards |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Taxable Total |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Non Taxable Total |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Tax Exempt Total |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Sales Tax** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales Tax Collected |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales Tax Refunded |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales Tax Exempted |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Plus: Day end Add ons |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Computed Total Balance |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Clerk Total Balance |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Starting Drawer Fund |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Cash Over (Short) |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Ending Drawer Fun |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Bank Deposit** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Currency and coin |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Checks |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Credit Card Vouchers** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Debit |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Discover |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gift Certificate |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Mastercard |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Visa |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

**2.3. SERVICE SALES REGISTER SUMMARY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Sales** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Week to Date** | **Month to Date** |
| **Total Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Less: Discounts** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Coupons |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Refunds Before Tax |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Net Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gift cards |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Taxable Total |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Non Taxable Total |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Tax Exempt Total |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Sales Tax** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales Tax Collected |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales Tax Refunded |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales Tax Exempted |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Plus: Day end Add ons |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Computed Total Balance |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Clerk Total Balance |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Starting Drawer Fund |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Cash Over (Short) |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Ending Drawer Fun |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Bank Deposit** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Currency and coin |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Checks |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Credit Card Vouchers** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Debit |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Discover |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gift Certificate |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Mastercard |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Visa |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

**2.4. TRANSACTION DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Week to Date** | **Month to Date** |
| **Cash refunds** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Check |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Mastercard |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Visa |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Discover |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Debit |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Fleet charge |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gift certificates |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Voids |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Refunds |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Pay-in** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Cash pay-in |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Check pay-in |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Pay-Out** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Cash payout |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Check payout |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

1. **[SPECIFY COMPLETE NAME OF DAILY SALES REPORT] FINANCIAL SUMMARY**
	1. **PROJECTED CASH FLOW**

Below is the projected cash flow for [SPECIFY COMPLETE NAME OF COMPANY] for the years [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], and [SPECIFY YEAR] [OR SPECIFY YEAR RANGE].

|  |
| --- |
| **Pro Forma Cash Flow** |
|  | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| **Cash Received** |
| Cash from Operations |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Cash Sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Cash From Operations** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Additional Cash Received** |
| Sales Tax, VAT, HST/GST Received |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| New Current Borrowing | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| New Other Liabilities (interest-free) |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| New Long-term Liabilities |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales of Other Current Assets |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales of Long-term Assets |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| New Investment Received |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Cash Received** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Expenditures | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Expenditures from Operations** |
| Cash Spending |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Bill Payments |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Spent On Operations** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Additional Cash Spent** |
| Sales Tax, VAT, HST/GST Paid Out |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Principal Repayment of Current Borrowing |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Other Liabilities Principal Repayment |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Long-term Liabilities Principal Repayment |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Purchase Other Current Assets |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Dividends |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Cash Spent** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Net Cash Flow** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Cash Balance** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

* 1. **PROJECTED PROFIT AND LOSS**

The following sales for [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], and [SPECIFY YEAR] are ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], and ₹[SPECIFY AMOUNT] respectively. The net profit for this certain period is ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], and ₹[SPECIFY AMOUNT], respectively, while the net profit/sales percentage is: [NUMBER]%, [NUMBER]%, [NUMBER]%, [NUMBER]%, and [NUMBER]%, each.

|  |
| --- |
| **Pro Forma Profit and Loss** |
|  | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| **Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Direct Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Other Costs of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Gross Margin** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Gross Margin %** | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] |
| **Expenses** |
| **Payroll** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Marketing/Promotion** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Depreciation** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Repair & Maintenance** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Web Design** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Instructor and Class Room Costs** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Operating Expenses** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Profit Before Interest and Taxes** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **EBITDA** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Interest Expense** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Taxes Incurred** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Net Profit** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Net Profit/Sales** | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] |

* 1. **SALES FORECAST**

In [SPECIFY YEAR], the [SPECIFY COMPLETE NAME OF COMPANY] expects to generate at around ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY], and an increase in sales to around ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in [SPECIFY YEAR]. In [SPECIFY YEAR], the firm has generated to around ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in sales.

|  |
| --- |
| **Sales Forecast** |
|  | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| **Sales** |
| **Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Direct Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **COGS** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Direct Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

* 1. **PROJECTED BALANCE SHEET**

[SPECIFY NAME OF DAILY SALES REPORT COMPANY NAME]’s balance sheet is expected to accumulate in an amount of ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in the cash balance by the end of [SPECIFY YEAR] [OR SPECIFY YEAR RANGE].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pro Forma Balance Sheet** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| **Assets** |
| **Current Assets** |
| **Cash** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Other Current Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Current Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Long-term Assets** |
| **Long-term Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Accumulated Depreciation** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Long-term Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Liabilities and Capital** | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Current Liabilities** |
| **Accounts Payable** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Current Borrowing** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Other Current Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Current Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Long-term Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Paid-in Capital** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Retained Earnings** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Earnings** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Capital** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Liabilities and Capital** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Net Worth** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |