

BASIC DAILY SALES REPORT TEMPLATE

Enter data on the Inventory List tab, then select your items from the dropdown menu in each cell of the item No. column. Enter the quantity and tax rate for each item, and the template will calculate totals.

SALES AMOUNT	\$3,750.00
SALES TAX	\$277.50
SALES TOTAL	\$4,027.50

Order Number	Item Name	Description	Price	Qty	Amount	Tax Rate	Tax	Total
W3012	12" - 15" - 18" - 21" - 24" High X 12" Deep Wall Cabinets	W3012	\$59	1	\$59	30.00	230.00	230.00
W3012	12" - 15" - 18" - 21" - 24" High X 12" Deep Wall Cabinets	W3012	\$59	1	\$59	30.00	230.00	230.00
W3012	12" - 15" - 18" - 21" - 24" High X 12" Deep Wall Cabinets	W3012	\$59	1	\$59	30.00	230.00	230.00
W3012	12" - 15" - 18" - 21" - 24" High X 12" Deep	W3012	\$59	1	\$59	30.00	230.00	230.00

	Wall Cabinets							
W3012	12" - 15" - 18" - 21"- 24" High X 12" Deep Wall Cabinets	W3012	\$59	1	\$59	30.00	230.00	230.00
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