

# 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.

Search:	<input type="text" value="Type here order number"/>	SALES AMOUNT	\$3,750.00
		SALES TAX	\$277.50
		SALES TOTAL	\$4,027.50

Show  entries

Search:

ORDER NUMBER	ITEM NAME	DESCRIPTION
+ W3012	12" - 15" - 18" - 21" - 24" High X 12" Deep Wall Cabinets	W3012

Showing 1 to 1 of 1 entries