**RESTAURANT DAILY SALES REPORT**

**Date:** [SPECIFY DATE HERE]

**Manager Name:** [SPECIFY NAME OF THE RESTAURANT MANAGER]

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SALES** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** | **TOTAL AMOUNT** | **TOTAL PERCENT** |
| WINE |  |  |  |  |  |  |  |  |  |
| FOOD |  |  |  |  |  |  |  |  |  |
| VEGETABLES |  |  |  |  |  |  |  |  |  |
| FRUITS |  |  |  |  |  |  |  |  |  |
| LIQUOR |  |  |  |  |  |  |  |  |  |
| DESSERTS |  |  |  |  |  |  |  |  |  |
| BEER |  |  |  |  |  |  |  |  |  |
| TOTAL SALES |  |  |  |  |  |  |  |  |  |
| MEAL TAX |  |  |  |  |  |  |  |  |  |
| GIFT CERTIFICATES SOLD |  |  |  |  |  |  |  |  |  |
| **TOTAL RECEIPTS** |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SALES** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** | **TOTAL AMOUNT** | **TOTAL PERCENT** |
| LESS |  |  |  |  |  |  |  |  |  |
| DISCOUNTS |  |  |  |  |  |  |  |  |  |
| COUPON FOOD AND BEVERAGES |  |  |  |  |  |  |  |  |  |
| G.C. REDEEMED |  |  |  |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |  |  |  |
| **SUBTOTAL** |  |  |  |  |  |  |  |  |  |
| NET TO ACCOUNT FOR |  |  |  |  |  |  |  |  |  |
| CASH AND CREDIT CARDS |  |  |  |  |  |  |  |  |  |
| [SPECIFY CREDIT CARD] |  |  |  |  |  |  |  |  |  |
| CASH DEPOSIT |  |  |  |  |  |  |  |  |  |
| CASH IN HAND |  |  |  |  |  |  |  |  |  |
| TIP FLOAT TRANSFER |  |  |  |  |  |  |  |  |  |
| **TOTAL RECEIPTS** |  |  |  |  |  |  |  |  |  |

**PREPARED BY**

[SPECIFY SIGNATURE OF THE RESTAURANT ACCOUNTANT]

[SPECIFY NAME OF THE RESTAURANT ACCOUNTANT]

[SPECIFY DATE HERE]

**APPROVED BY**

[SPECIFY SIGNATURE OF THE RESTAURANT MANAGER]

[SPECIFY NAME OF THE RESTAURANT MANAGER]

[SPECIFY CONTACT NUMBER]

[SPECIFY DATE HERE]