

DAILY REPORT FORM

CASH SALES

SALES DATE

BRANCH

PREPARED BY



CASH (MONEY) INTAKE FOR THE DAY:

CASH/CHECK

\$

+

VISA/MASTERCARD (NET)

\$

+

AMERICAN EXPRESS (NET)

\$

=

TOTAL

\$

RMA (For informational purposes only):

TOTAL RMA AMOUNT*

\$

* Remember to indicate RMA method on OERR

OERR (NET SALES + SALES TAX + ADD ON = OERR TOTAL):

OERR TOTAL

\$

-

MONEY INTAKE FOR THE DAY TOTAL

\$

=

TOTAL*

\$

* If this is not "0", indicate why below...

ISSUES:

INVOICE #	AMOUNT	PAYMENT TYPE	PREPAY	EMPLOYEE SALE	OTHER	REASON DESCRIPTION OF OTHER
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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