

# Daily Sales Summary

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

**COUNT ALL MONEY YOU ARE SENDING TO MRS. NELSON'S.  
(DO NOT INCLUDE STARTING CASH.)**

**BILLS:**

**COIN:** Count coin on last day

\_\_\_\_ X 1.00 = \_\_\_\_\_  
\_\_\_\_ X 2.00 = \_\_\_\_\_  
\_\_\_\_ X 5.00 = \_\_\_\_\_  
\_\_\_\_ X 10.00 = \_\_\_\_\_  
\_\_\_\_ X 20.00 = \_\_\_\_\_  
\_\_\_\_ X 50.00 = \_\_\_\_\_  
\_\_\_\_ X 100.00 = \_\_\_\_\_

\_\_\_\_ X .01 = \_\_\_\_\_  
\_\_\_\_ X .05 = \_\_\_\_\_  
\_\_\_\_ X .10 = \_\_\_\_\_  
\_\_\_\_ X .25 = \_\_\_\_\_  
\_\_\_\_ X .50 = \_\_\_\_\_  
\_\_\_\_ X 1.00 = \_\_\_\_\_

TOTAL BILLS: \_\_\_\_\_

TOTAL COIN: \_\_\_\_\_

CHECKS: \_\_\_\_\_

(REFERENCE # \_\_\_\_\_ TO # \_\_\_\_\_) CHARGES: \_\_\_\_\_

MRS. NELSON'S TOY & BOOK SHOP GIFT CERTS: \_\_\_\_\_

"VISIT OUR FAIR" COUPONS (ACTUAL AMNT SPENT): \_\_\_\_\_

OTHER \_\_\_\_\_:

**TOTAL OF THE ABOVE:** \_\_\_\_\_

CREDIT USED AT FAIR: \_\_\_\_\_

DAMAGED BOOKS: \_\_\_\_\_

VERIFIED BY \_\_\_\_\_

School Book Fair Chairperson

Other Authorized School Representative

\_\_\_\_\_  
Mrs. Nelson's Staff

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Mrs. Nelson's Staff