**DAILY TAKINGS SHEET**

**DAY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Total Cash Sales** | **$** |
| **Online Order Sales:** | **$** |
| **Total Student Sales** | **$** |
| **Total EFTPOS Sales** | **$** |
| **Additional Sales (Catering)** | **$** |
| **Till One & Two** | **$** |
| **TOTAL SALES OF THE DAY** | **$** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TILL COUNT One** | | |  | **TILL COUNT Two** | | |
|  | **Notes** | **Coins** |  |  | **Notes** | **Coins** |
| **$100** |  |  |  | **$100** |  |  |
| **$50** |  |  |  | **$50** |  |  |
| **$20** |  |  |  | **$20** |  |  |
| **$10** |  |  |  | **$10** |  |  |
| **$5** |  |  |  | **$5** |  |  |
| **Subtotal notes** |  |  |  | **Subtotal notes** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Counted by:** |  | **Counted by:** |  |
| **Sign:** |  | **Sign:** |  |

|  |
| --- |
| **Classes Away:** |
| **Reason:** |
| **Comments:** |