OIL CAN HARRY'S

TEN MINUTE OIL CHANGE

Daily Report

DATE: _____

EMPLOYEE: _____

Store: _____

Shift: _____

Statistics:

# Cars	
# Returns	
# Voids	
# No Sales	
# Transactions	
# Add-Ons	
Discounts $	
Coupons $	

Charge Accounts:

Acct. #	Account Name	Invoice#	Amount $

Hollon Oil Company Charges:

Vehicle #	Description	Invoice#	Amount $
		Total	

Total Cash	
Less: Change Fund	
Currency & Coin	
Checks	

Total Deposit:

Charge Amounts	
Credit Cards	
Company Charges	
Less: Cost of Sales	
Gift Certif. Redeemed	

Total: $ _____

Total to Account for: _____

Over/(Short) $ _____

Parts (Taxable Total)	+	
Labor (Non Taxable Total)	+	
Parts (Tax Exempt Total)	+	
Net Sales	=	
Less: Cost of Sales	-	
Gross Profit	=	
Tax	+	
Gift Certificates Sold	+	
Paid-Outs:		
Weekly Commission	-	
Supplies (describe)	-	
Inventory	-	
Meals	-	
Other (describe)	-	
Paid-ins	+	
SUBTOTAL:	$	