[Company name]

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# Retail store daily sales log

Daily sales by department - transactions, revenue and refunds.

**Date:** _____

## Daily sales

| Date | Department | Transactions | Revenue | Refunds |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## Sign-off

**Name:** _____ **Signature:** _____ **Date:** _____