VAN SALES DAY-END SETTLEMENT

Company name · TRN · branch

YOUR LOGO

DATE	SALESMAN	VAN NO. / PLATE	ROUTE	KM OUT	KM IN

VAN STOCK (CARTONS / UNITS)

PRODUCT	OPENING	LOADED	SOLD	FREE GOODS	RETURNS IN	EXPECTED	COUNTED	DIFF.

CASH POSITION (AED)

Cash sales	
Cash collected from credit customers	
Less: expenses paid from van cash (fuel, Salik…)	
Cash to hand over	
Cash counted	
Short / (excess)	
Card sales (to bank)	
Credit sales	
Returns / credit notes	
No. of invoices · outlets visited	

CASH COUNT

NOTE	QTY	AMOUNT
1,000		
500		
200		
100		
50		
20		
10		
5		
Coins		
Total		

CHEQUES COLLECTED

CUSTOMER	BANK	CHEQUE NO.	CHEQUE DATE	AMOUNT (AED)

SALESMAN SIGNATURE	CASHIER / ACCOUNTANT	STOREKEEPER (STOCK CHECKED)