Weekly Report Template

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** | **Totals** |
| Item 1 |  |  |  |  |  |  |  |  |
| Item 2 |  |  |  |  |  |  |  |  |
| Item 3 |  |  |  |  |  |  |  |  |
| Item 4 |  |  |  |  |  |  |  |  |
| Item 5 |  |  |  |  |  |  |  |  |
| Item 6 |  |  |  |  |  |  |  |  |
| Item 7 |  |  |  |  |  |  |  |  |
| Item 8 |  |  |  |  |  |  |  |  |
| Item 9 |  |  |  |  |  |  |  |  |
| Item 10 |  |  |  |  |  |  |  |  |
| Item 11 |  |  |  |  |  |  |  |  |
| Item 12 |  |  |  |  |  |  |  |  |
| Item 13 |  |  |  |  |  |  |  |  |
| Item 14 |  |  |  |  |  |  |  |  |
| Item 15 |  |  |  |  |  |  |  |  |
| Item 16 |  |  |  |  |  |  |  |  |
| Item 17 |  |  |  |  |  |  |  |  |
| Item 17 |  |  |  |  |  |  |  |  |
| **Total Sale** |  |  |  |  |  |  |  |  |

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Name Here**  
Weekly Sales Report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
**Signed By**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_