

Section 13

Weekly Sales Report

The “Weekly Sales Report” is the store’s report to *Pizza Pro, Inc.* on the “Weekly Sales” and “Food Cost” for the week. This report and the “Royalty Payment” will be postmarked no later than Wednesday following the date of the report.

WEEK ENDING

The sales week runs from Monday to Sunday. This is Sunday’s date.

STORE

We use the city where the store is located as the “Store Name.”

NET SALES

“Week-To-Date Net Sales” from the “Hourly Form.”

ROYALTIES DUE

Multiply the “Net Sales” by the “Royalty Percentage.”

CHECK NUMBER

The “Number” for the “Royalty Payment Check.”

COUPONS RECEIVED

We use this section to see what “coupons” are working and which ones are not working. It gives you something to look back on in 6 months or a year to determine which coupons worked and which did not.

COUPON DESCRIPTION

List the description for each coupon

TOTAL RECEIVED

List the number of each coupon you received during the week.

DOLLAR VALUE

List the dollar value of the coupons you received during the week.

FOOD COST

FOOD BOUGHT OR DELIVERED

List the "Vendor," "Invoice Number," "Date," and "\$\$ Amount" for all food items bought or delivered during the week.

TOTAL OF INVOICES

Add the dollar amount for all food items bought or delivered during the week.

STARTING INVENTORY

The "Ending Inventory" from last week's form.

ENDING INVENTORY

The "Grand Total" from the "Weekly/Monthly Inventory."

TOTAL FOOD COST

Add the "Total of Invoices" to the "Starting Inventory" and subtract the "Ending Inventory."

FOOD COST PERCENTAGE

Divide the "Total Food Cost" by the "Net Sales."

NUMBER SOLD

From the "Hourly" get the total number made for each item listed.

This report and the "Royalty Payment" will be postmarked no later than Wednesday following the date of the report.

MAIL TO:

**PIZZA PRO, INC.
P. O. BOX 1285
CABOT, AR 72023**



WEEKLY SALES REPORT

WEEK ENDING: _____

STORE: _____

NET SALES	
ROYALTIES DUE	
CHECK NUMBER	

COUPONS RECEIVED

COUPON DESCRIPTION	COUPON DESCRIPTION	COUPON DESCRIPTION	COUPON DESCRIPTION	COUPON DESCRIPTION	COUPON DESCRIPTION
TOTAL RECEIVED	TOTAL RECEIVED	TOTAL RECEIVED	TOTAL RECEIVED	TOTAL RECEIVED	TOTAL RECEIVED
DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE	DOLLAR VALUE
\$	\$	\$	\$	\$	\$

FOOD COST

VENDOR	INVOICE #	DATE	AMOUNT
		TOTAL OF INVOICES	
		STARTING INVENTORY	(+)
		ENDING INVENTORY	(-)
		TOTAL FOOD COST	(=)
		FOOD COST PERCENTAGE	

(TOTAL FOOD COST = TOTAL OF INVOICES (+) STARTING INVENTORY (-) ENDING INVENTORY

FOOD COST % = TOTAL FOOD COST DIVIDED BY NET SALES

NUMBER SOLD

6 INCH	11 INCH	14 INCH	16 INCH	THIN CRUST	BREAD STICKS
CHEESE STICKS	WINGS	HOT SUBS	BUFFETS	DRINKS	