



## SALES TALLY FORM

**MUST BE RETURNED WITH SHOP / GIFTS**

This form is designed to help you figure out how much to pay Fun Services for your shop.  
**IF** you have **Online/Virtual Sales Call Us** at the end of your sale for those totals so you can  
 Fill in the requested fields to calculate your profit and know how much to make your check for.  
**If you have any questions, please call 1-800-300-6380.**

School Name: \_\_\_\_\_ Invoice #: \_\_\_\_\_

GIFT SHOP SUMMARY			
Example		YOUR ACTUAL MONEY	
All cash, checks, credit card vouchers & virtual sales Received for items sold at your shop.  % You originally set to mark up all items in your shop.  Fun Bucks are NOT included in your total. Those are free money for you to spend on our items and should NOT be counted as cash towards your overall sales.  This simple step gives you the total you owe. Fun Services.  Total Money Received minus amount paid to us is the total group profit.  Total due to Fun Services minus money already received by Fun Services. From credit card vouchers and virtual sales.  Please write a check to "Fun Services" for this amount.			
\$3,800	+ \$1,000	+ \$75	
In person + credit card voucher + virtual			\$ + \$ + \$ In Person + credit card voucher + virtual
% MARK UP	20%	YOUR % MARK UP	. %
ACTUAL MONEY REC'D TIMES MARK UP			
\$4,875.00 X .20 =		\$ x .0 =	
SCHOOL PROFIT	\$ 975.00	SCHOOL PROFIT	\$
DUE TO FUN SERVICES	\$ 3,900.00	DUE TO FUN SERVICES	\$
LESS Credit card vouchers.	-\$ 1,000.00	LESS Credit card vouchers.	-\$
LESS Virtual Sales	-\$ 75.00	LESS Virtual Sales	-\$
CHECK PAYABLE TO: FUN SERVICES	\$ 2,825.00	CHECK PAYABLE TO: FUN SERVICES	\$



Thank you for your business!  
 Please make check payable to  
**Fun Services**  
 23720 Via Del Rio  
 Yorba Linda CA, 92887

For more details, see the back of this sheet for a more complete explanation of the math.



# Daily Cash Tracking Form

School Name: \_\_\_\_\_ Invoice #: \_\_\_\_\_

## Day 1

Cash \_\_\_\_\_  
Checks \_\_\_\_\_  
less Starting Change \_\_\_\_\_  
(Day 1) Total Sales (Cash/Checks) \_\_\_\_\_

## Day 1

Credit Card Vouchers \_\_\_\_\_  
(Day 1) Total Credit Card Sales \_\_\_\_\_

## Day 2

Cash \_\_\_\_\_  
Checks \_\_\_\_\_  
less Starting Change \_\_\_\_\_  
(Day 2) Total Sales (Cash/Checks) \_\_\_\_\_

## Day 2

Credit Card Vouchers \_\_\_\_\_  
(Day 2) Total Credit Card Sales \_\_\_\_\_

## Day 3

Cash \_\_\_\_\_  
Checks \_\_\_\_\_  
less Starting Change \_\_\_\_\_  
(Day 3) Total Sales (Cash/Checks) \_\_\_\_\_

## Day 3

Credit Card Vouchers \_\_\_\_\_  
(Day 3) Total Credit Card Sales \_\_\_\_\_

## Day 4

Cash \_\_\_\_\_  
Checks \_\_\_\_\_  
less Starting Change \_\_\_\_\_  
(Day 4) Total Sales (Cash/Checks) \_\_\_\_\_

## Day 4

Credit Card Vouchers \_\_\_\_\_  
(Day 4) Total Credit Card Sales \_\_\_\_\_

## Day 5

Cash \_\_\_\_\_  
Checks \_\_\_\_\_  
less Starting Change \_\_\_\_\_  
(Day 5) Total Sales (Cash/Checks) \_\_\_\_\_

## Day 5

Credit Card Vouchers \_\_\_\_\_  
(Day 5) Total Credit Card Sales \_\_\_\_\_

You do not have to include your Fun Bucks in the final count – only the items that you have taken money for. It's that easy!

DAILY CASH & CHECK TOTALS	
DAY 1	\$ _____
DAY 2	\$ _____
DAY 3	\$ _____
DAY 4	\$ _____
DAY 5	\$ _____
TOTAL SALES	\$ _____

DAILY CREDIT CARD VOUCHER TOTALS	
DAY 1	\$ _____
DAY 2	\$ _____
DAY 3	\$ _____
DAY 4	\$ _____
DAY 5	\$ _____
TOTAL SALES	\$ _____

VIRTUAL SALES TOTAL	
Call US at 800-300-6380 at the end of your selling week to get your total Virtual sales and we can send you a <b>Final Invoice</b> .	
TOTAL SALES	\$ _____