🥖 EZBakery Sales & Delivery Log Template 🥖

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

Driver / Admin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Order # | Customer Name | Contact Info | Product(s) Ordered | Quantity | Price | Payment Type (Cash/Card) | Delivery Address | Delivery Date & Time | Cash Collected | Notes |
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Daily Total Orders: \_\_\_\_\_\_\_\_

Daily Total Cash Collected: \_\_\_\_\_\_\_\_

# Instructions

1. Fill in each row per customer order.

2. Record payment type and cash collected to reconcile daily totals.

3. Include notes for special instructions, jar returns, or delivery issues.

4. Keep a running daily total for orders and cash collected.

5. Use one sheet per day or week, depending on order volume.