

Monthly sales recap

The Monthly Sales Recap form is filled out at the end of each week. At the end of the fiscal month it must be totaled and faxed to Richard.

At the beginning of the month, at the top of the form, enter the week ending date for each week in the fiscal month. Enter your shop number in the bottom left corner. Enter each employee name.

At the end of each week you can fill in a week's column just by copying the information from the "Goals at a Glance" form. At the end of the month you can also copy the figures from the "Goals at a Glance" form.

These forms will be needed when you fill out the employee reviews at the beginning of the next year.