

Manual Sales Record Form Sample for Cash Sales

This **manual sales record form** sample is designed to efficiently track cash sales transactions, ensuring accurate and organized documentation. It simplifies the process of recording sales details, aiding in better financial management. Using this form helps maintain clear records for auditing and business analysis.

Date: Salesperson Name:

Customer Name: Contact No.:

Item No.	Description of Goods	Quantity	Unit Price	Total Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Amount (Cash Received):				<input type="text"/>

Remarks:

Salesperson Signature: Date: