**INFORMATION SHEET**

**DAILY RECAP SHEET**

DATE:

REPORTING STUDENT: DAY OF WEEK:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AREA | TOTALS | | | CONTRIBUTION PERCENT | |
| SALES | CUSTOMERS | AVERAGE CHECK |
|  | **A** | **B** | **C** | **D** | **E** |
| PERCIVAL ROOM |  |  |  |  |  |
| SCRAMBLE |  |  |  |  |  |
| DELI |  |  |  |  |  |
| SHORT ORDER |  |  |  |  |  |
| SALAD BAR |  |  |  |  |  |
| BAKERY |  |  |  |  |  |
| CATERING |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTALS** | **F** | **G** | **H** | **I** | **J** |

1. Complete Heading: name, Date and Day of the Week.

2. List the Sales Dollar Figures in Column A for each area.

3. List the Total Customers in Column B for each area.

4. Compute Column C by dividing figure B into Figure A for each area.

5. Add Column A vertically and place figure in Box F.

6. Add Column B vertically and place figure in Box G.

7. Compute H by dividing figure G into figure F.

8. Divide individual Dollar figures in Column A by Dollar figure Total in Box F. Place % in appropriate Column D.

9. Divide individual counts in Column B by Total counts in Box G. Place % in appropriate Column E.

10. Add individual percentages in Column D and place total in Box I. Round off percentages so that Box I equals 100%.

11. Add individual percentages in Column E and place total in Box J. Round off percentages so that Box J equals 100%.

**DOUBLE CHECK ALL YOUR WORK!!!!!**