

DAILY BREAKOUT



DATE: _____

TODAYS RESULTS

OIL CHANGES: _____

NET REVENUE: _____

CORE : _____

PREMIUM %: _____

NET TICKET: _____

1' s _____ .01's _____
5's _____ .05's _____
10's _____ .10's _____
20's _____ .25's _____
50's _____
100's _____

Total Cash _____

Total Checks _____

Cash Retained _____

Total Deposit _____

CLOSING CHECKLIST:

COMPLETE:

- _____ Lock all doors after close
- _____ Turn off open sign
- _____ Drain all oil caddies
- _____ Measure oil tank and update log
- _____ Turn off and drain compressor
- _____ All Auto Innogrades and RMs closed,
- _____ Place used oil filters on caddies for draining
- _____ Count cash and complete cash recon
- _____ Verify any missing punches
- _____ Complete end of day processing
- _____ Set alarm

NOTES _____

MGR (X) _____
signature

DAILY TO DO LIST

SUNDAY:	MONDAY:	TUESDAY:	WEDNESDAY:	THURSDAY:	FRIDAY:	SATURDAY:
- CLEAN SNAP FRAME POSTERS	- ORGANIZE PRODUCT - CLEAN BAY WINDOWS	- CLEAN SERV MACHINES	- CLEAN AND SCRUB EMP. AREA	- SWEEP AND RAKE LOT. SNOW GRASS WEEDS TRASH	- CLEAN OIL TANKS	-CLEAN PODIUMS AND TOOLS