

# DAILY BREAKOUT



DATE: \_\_\_\_\_

## Todays GOALS

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 \_\_\_\_\_

## OPENING CHECKLIST:

COMPLETE:

- \_\_\_\_\_ Dip waste tank and update the log
- \_\_\_\_\_ Open safe and perform cash count
- \_\_\_\_\_ Print Dashboard / Budget
- \_\_\_\_\_ Print SMGs on Mondays
- \_\_\_\_\_ Update OC calendar
- \_\_\_\_\_ Print Performance Report
- \_\_\_\_\_ Set store targets for the day with crew
- \_\_\_\_\_ Take out used oil filters
- \_\_\_\_\_ Check for missing punches
- \_\_\_\_\_ Check for open Auto Integrate invoices
- \_\_\_\_\_ Turn on open sign

Total Cash \_\_\_\_\_

Total Checks \_\_\_\_\_

Cash Retained \_\_\_\_\_

Total Dep \_\_\_\_\_

NOTES \_\_\_\_\_

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## DAILY TO DO LIST

| SUNDAY: | MONDAY:   | TUESDAY:   | WEDNESDAY:                                    | THURSDAY:  | FRIDAY:                                    | SATURDAY: |
|---------|---|--|---|--|--|-----------|
|         | - ORGANIZE<br>PRODUCT<br>- CLEAN BAY<br>WINDOWS | - CLEAN OIL<br>DRUMS<br>- CLEAN SERV<br>MACHINES | - CLEAN<br>EMP. AREA<br>- CLEAN WR<br>WINDOWS | - CLEAN<br>UNDERSTAIR<br>- SWEEP AND<br>RAKE LOT | - CLEAN OIL<br>TANKS<br>- CLEAN<br>PODIUMS |           |