



LIL' SHOPPER'S SHOPPE
WHERE CHILDREN DISCOVER THE JOY OF GIVING!



CLOSING SALE WORKSHEET NO COUNT INVENTORY

School Code: _____

School Name: _____

School Address: _____

City, State, Zip: _____

Cashier's Name: _____ Cell: _____

INSTRUCTIONS EASY AS 1-2-3!

1. FILL IN DAILY SALES TOTALS BELOW AND INITIAL. INCLUDE CASH & CHECKS ONLY. ***DO NOT INCLUDE GIFT CERTIFICATES, CREDIT CARDS OR LSS BUCKS IF APPLICABLE.***
2. LOGIN TO THE CHAIRPERSON PORTAL WITH YOUR LOGIN & PASSWORD:
HOLIDAYSHOP.ORG/CHAIRPERSON
3. CLICK "INVOICING" & ENTER DAILY SALES TOTALS. THE SYSTEM WILL AUTOMATICALLY CALCULATE YOUR INVOICE, TAKING INTO ACCOUNT: YOUR PROFIT, GIFT CERTIFICATES AND CREDIT CARD SALES - IT'S THAT EASY!



DAY 1: _____ cashier's initials

DAY 2: _____ cashier's initials

DAY 3: _____ cashier's initials

DAY 4: _____ cashier's initials

DAY 5: _____ cashier's initials

TOTAL DAILY SALES: _____ cashier's initials

IMPORTANT: LSS BUCKS

Example: A student has a \$1 LSS Buck and bought \$10 in merchandise, you should only charge him/her \$9
LSS bucks are deducted at the time of the child's purchase, not as a deduction/credit when calculating daily/total sales.

Questions, please call (800) 468-7511