

Restaurant Manager Daily Report Template

Day/ Date:			
Completed By:			

Sales

Food	\$0.00	Notes on Sales/ Comps:
NA Bev	\$0.00	
Beer	\$0.00	
Wine	\$0.00	
Liquor	\$0.00	
Comps/ Spillage	\$0.00	
Total	\$0.00	
Forecast	\$0.00	
Difference:	\$0.00	

Labor

Front of House (daily \$)	\$0.00	Labor Notes:
Back of House (daily \$)	\$0.00	
Total	\$0.00	
Labor Cost	#DIV/0!	
Labor Cost target	25.00%	
Difference	#DIV/0!	
Cover count		
Total sales	\$0.00	
Check Average	#DIV/0!	

General Shift Notes:

Equipment:

Kitchen Notes:

Guest Notes:

Staff Notes

Takeout/ Delivery Notes:

Notes for Tomorrow: