

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shop Manger:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Weekly Shop Report**

**Sales**

|  |  |  |  |
| --- | --- | --- | --- |
| Total weekly revenue | Total Sales Revenue | Total Repair Revenue | Total Accessories Revenue |
|  |  |  |  |
| New Accessories Revenue: | Used Accessories Revenue: | Shop based Program Revenue | Parts /frame revenue |
|  |  |  |  |

**Sales Projections**

|  |  |  |
| --- | --- | --- |
| Previous Week revenue target | Actual previous week revenue | Upcoming week target |
|  |  |  |

**By the Numbers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pending Repairs | Ready for pickup | For Sale | Incoming donations | Pending for sale | Frames pending |
|  |  |  |  |  |  |

**B.Y.O.B**

|  |  |  |
| --- | --- | --- |
| # of total participants | # of participants this week | # of bikes completed this week |
|  |  |  |

**Shop Based Programs**

|  |  |  |
| --- | --- | --- |
| Name & Description | # of attendees | Topics covered |
|  |  |  |
|  |  |  |

**Parts order**

|  |  |  |
| --- | --- | --- |
| Total Requested Amount | # of items | Urgent Items |
|  |  |  |

**Donation needs:**

**Parts needs:**

**Staffing needs:**

**Customer issues:**

**Vendor Issues:**

**Miscellaneous:**