

## **SALES DATA GUIDE**

At the end of each month (June, July, and August), Mélodie, the Vendor Coordinator, will email a link to all vendors asking you to fill out the online [Sales Data Form](#). If you need assistance with calculating your sales, please advise Mélodie at [mdupuis@cdem.com](mailto:mdupuis@cdem.com)

The [Sales Data Form](#) is MANDATORY for all vendors who sell products at our market.

Vendors who do not submit their sales data will not be refunded of their seasonal deposit and will be refused participation in subsequent market seasons.

### **Documents included in the Sales Data Guide**

The [Sales Tracker Sheet](#) is a tool for vendors to monitor their sales during the market. By filling this document out at every participating market date, it simplifies the process of submitting the sales data at the end of every month. Please ensure to keep these sheets in a secure location to avoid misplacing them.

The [Monthly Sales Data Guide](#) assists vendors in calculating and understanding what data should be collected. It is the written version of the [Sales Data Form](#).

## Sales Tracker Sheet

Today's date:

Number of items sold today: \_\_\_\_\_

Today's total sales: \_\_\_\_\_ \$

Select today's most used transaction method

- Debit or credit machine
- Cash
- E-Transfer

Between what hours did you make the most sales? Circle your answer.

5:30 to 6:30

6:30 to 7:30

7:30 to 8:30

## Monthly Sales Data Guide

Business name : \_\_\_\_\_

Data for which month : \_\_\_\_\_

List the dates you participated this month

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List the more popular items and their unit price (minimum of 3 articles)

Item	Price or price range

Number of items sold this month at our market: \_\_\_\_\_

Total sales this month at our market \_\_\_\_\_ \$

Between what hours did you make the most sales? Circle your answer.

5:30 to 6:30

6:30 to 7:30

7:30 to 8:30

How satisfied are you with your experience participating at our market on a scale of 1 to 5 ?  
Circle your answer.

1      2      3      4      5

Did you post your presence at our market on your social media?

Yes

No

Comments:

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Select the forms of transactions that you offer

- Debit or credit machine (square, stripe, etc)
- Cash
- E-Transfer

Select your most used transaction method

- Debit or credit machine (square, stripe, etc)
- Cash
- E-Transfer