|  |  |  |  |
| --- | --- | --- | --- |
| PRODUCT SALES SHEET |  |  |  |
| [Hardware Company] |
|  |  |  |  |  |  |  |  |  |  | [Tag line] |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Product ID** | **Product Description** | **Retail Price per unit** | **Bulk Price per unit** | **Units Sold (Retail)** | **Units Sold (Bulk)** | **Total Sales ($)** |
| ID\_568 | Hammers | $15.00 | $11.00 | 5.00 | 20.00 | $295.00 |
| ID\_897 | Saw/ Hand Saw | $30.00 | $22.00 | 4.00 | 30.00 | $780.00 |
| ID\_894 | Monkey Wrench/ Pipe Wrench | $20.00 | $18.00 | 8.00 | 45.00 | $970.00 |
| ID\_678 | Chisel | $40.00 | $33.00 | 10.00 | 50.00 | $2,050.00 |
| ID\_456 | Scrapers | $16.00 | $12.00 | 7.00 | 20.00 | $352.00 |
| ID\_004 | Cutting Plier | $30.00 | $21.00 | 15.00 | 32.00 | $1,122.00 |
| ID\_034 | Wooden Screw | $45.00 | $40.00 | 12.00 | 25.00 | $1,540.00 |
| ID\_984 | Power Sander | $17.00 | $15.00 | 10.00 | 45.00 | $845.00 |
| ID\_234 | Wire Stripper | $18.00 | $14.00 | 9.00 | 30.00 | $582.00 |
| ID\_906 | Hand Drill | $60.00 | $50.00 | 6.00 | 20.00 | $1,360.00 |
| ID\_007 | Machine Screw | $32.00 | $27.00 | 5.00 | 20.00 | $700.00 |
| ID\_123 | Screw Driver | $40.00 | $36.00 | 18.00 | 36.00 | $2,016.00 |
| ID\_908 | Washer | $10.00 | $6.00 | 17.00 | 54.00 | $494.00 |
|  |  |  |  |  | **Total** | **$13,106.00** |





**To Use This Document**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

