Daily Refund Log

Theatre Location: _____ **Cashier Name: _____** **Date: _____**

Date	# of Tickets	Cashier Initials	Guest Email Address	Guest Phone Number	Guest Name (Printed)
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
		TOTAL			

Cashier Name (Printed Clearly): _____

Cashier Signature: _____

Manager Name: _____

Manager Signature: _____

Each Cashier must use their own Log. **Cashier Name must be printed clearly**. You may use more than one log for each day if you run out of lines. Make sure all refunds are calculated and **LEGIBLE** on each page at the end of the business day.

Daily Pass Log

Theatre Location: _____ **Cashier Name: _____** **Date: _____**

Pass Type	# of Passes	Movie Title	Start Time	Cashier Initials	Guest Name (Printed)	Guest Name (Signature)

	Total Re-admits
	Total Rewards
	Total Other Passes (Promo, GEN, BOGO)
	TOTAL PASSES

Cashier Name (Printed Clearly): _____

Cashier Signature: _____

Manager Name: _____

Manager Signature: _____

Each Cashier must use their own Log. **Cashier Name must be printed clearly**. You may use more than one log for each day if you run out of lines. Make sure all passes are calculated and **LEGIBLE** on each page at the end of the business day.