

# MONTHLY SALES REPORT

Name: .....

Month of: .....

**(1) SALES:** Month \$.....Budget Month \$..... Sales YTD \$.....Target YTD \$.....

NOTES: .....

**(2) Presentations to Prospects (P) and Customers (C) made during the month**

1	COMPANY	Location	Name	Position	Telephone	NOTES / COMMENTS (Specify P or C)
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20						

Continue on back if needed

**(3) MARKET FEEDBACK** (Market needs – competitive intelligence – competitors – pricing – new products / services – research and development – associations – trade shows etc.) Continue on back if needed

**(4) FORECAST:**

MONTH	Forecasted Sales	Objective	Notes / Comments
Month of	\$	\$	
Month of	\$	\$	
Month of	\$	\$	

Name: ..... Signed: ..... Date: ..... MANAGER: .....