

**Prepared by:**

{Enter your name or business name here}

**Date:**

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# Budget sales forecast template

|                                | Quarter:  | Q1       | Q2          | Q3          |
|--------------------------------|-----------|----------|-------------|-------------|
| <b>Sales</b>                   |           |          |             |             |
| Number of customers            |           | 0        | 0           | 0           |
| Average sale per customer      | \$        | -        | \$ -        | \$ -        |
| <b>Total Sales</b>             | <b>\$</b> | <b>-</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>Average cost per sale</b>   |           |          |             |             |
| Average cost per sale          | \$        | -        | \$ -        | \$ -        |
| <b>Gross Profit</b>            | <b>\$</b> | <b>-</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>Overheads</b>               |           |          |             |             |
| Accounting                     | \$        | -        | \$ -        | \$ -        |
| Bank Fees                      | \$        | -        | \$ -        | \$ -        |
| Cleaning                       | \$        | -        | \$ -        | \$ -        |
| Freight and postage            | \$        | -        | \$ -        | \$ -        |
| Insurance                      | \$        | -        | \$ -        | \$ -        |
| Interest                       | \$        | -        | \$ -        | \$ -        |
| Marketing and advertising      | \$        | -        | \$ -        | \$ -        |
| Materials and stock            | \$        | -        | \$ -        | \$ -        |
| Motor vehicle expenses         | \$        | -        | \$ -        | \$ -        |
| Power                          | \$        | -        | \$ -        | \$ -        |
| Rent                           | \$        | -        | \$ -        | \$ -        |
| Repairs and maintenance        | \$        | -        | \$ -        | \$ -        |
| Salaries and employee expenses | \$        | -        | \$ -        | \$ -        |
| Stationery                     | \$        | -        | \$ -        | \$ -        |
| Subscriptions                  | \$        | -        | \$ -        | \$ -        |
| Tax                            | \$        | -        | \$ -        | \$ -        |
| Telephone                      | \$        | -        | \$ -        | \$ -        |
| Uniforms                       | \$        | -        | \$ -        | \$ -        |

|                                 |             |             |             |
|---------------------------------|-------------|-------------|-------------|
| Website hosting and maintenance | \$ -        | \$ -        | \$ -        |
| Other                           | \$ -        | \$ -        | \$ -        |
| Other                           | \$ -        | \$ -        | \$ -        |
| Other                           | \$ -        | \$ -        | \$ -        |
| Other                           | \$ -        | \$ -        | \$ -        |
| <b>Total Overheads</b>          | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>Net Profit</b>               | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

**Please note:** This is a guide only and should neither replace competent advice nor be taken, or relied upon. Seek professional advice before making any decision that could affect your business.



|    |   |    |   |
|----|---|----|---|
| \$ | - | \$ | - |
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upon, as financial or professional