

**monthly sales report/forecast (template)**

**sales dept/team ..... month .....**

This basic sales report/forecast tool is for a small or new businesses which does not yet have a computerised full management information system, which would normally integrate sales reporting with other business processes.

	month				cumulative (year to date)			
	actual	plan	variance	%	actual	plan	variance	%
<b>sales for month</b>								
<b>volumes/quantity/number</b>								
<b>values/revenues</b>								
<b>margin/contribution</b>								
<b>% margin/contribution</b>								
<b>number of orders</b>								
<b>average order value</b>								

	f'cast	plan	variance	%	f'cast	plan	variance	%
<b>next month forecast</b>								
<b>volumes/quantity/number</b>								
<b>values/revenues</b>								
<b>margin</b>								

	f'cast	plan	variance	%	f'cast	plan	variance	%
<b>quarter forecast</b>								
<b>values/revenues</b>								
<b>margin</b>								

	f'cast	plan	variance	%
<b>year forecast</b>				
<b>values/revenues</b>	see note (in msexcel version only, available from businessballs.com)			
<b>margin</b>				