

Sales Department Budget Template

Organization Name

Budget Period

1. Revenue Forecast

Product / Service	Expected Units Sold	Unit Price	Total Revenue
Total Forecasted Revenue			

2. Sales Expenses

Expense Category	Details	Budgeted Amount
Personnel (Salaries & Commissions)		
Training		
Travel & Entertainment		
Promotional Materials		
Other		
Total Sales Expenses		

3. Budget Summary

Description	Amount
Total Forecasted Revenue	
Total Sales Expenses	
Net Budget (Revenue - Expenses)	

Notes

Additional notes...