

# Sales Department Budget Template

Organization Name

Enter your organization name

Budget Period

e.g. Jan 2024 - Dec 2024

## 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...