

Monthly Sales Activity Report

Month

e.g. June 2024

Prepared By

Name

Date

YYYY-MM-DD

1. Sales Summary

Total Sales Volume	
New Clients Acquired	
Top-Performing Product/Service	

2. Sales Activities

Date	Client	Activity Type	Details	Status

3. Challenges & Opportunities

Describe main challenges

4. Next Steps & Action Plan

List follow-up activities, decisions, and next steps

5. Additional Notes

Any other important remarks or notes