

Sales Performance Monthly Summary

Month: _____
Prepared by: _____
Date: _____

Overall Sales Summary

Metric	Value
Total Sales	_____
Target Sales	_____
Variance	_____
Number of Transactions	_____
Average Deal Size	_____

Sales by Product/Service

Product / Service	Sales	Target	Variance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Top Performers

Salesperson	Sales	Target	Variance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Highlights & Key Observations

- _____
- _____
- _____

Challenges & Action Items

- _____
- _____
- _____

