

# 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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

