

Sales Report - Monthly Analysis

Month: _____

Prepared by: _____

Date: _____

1. Overview

Key Metrics	Value	Remarks
Total Sales		
Number of Transactions		
Average Sale Value		
Top Performing Product/Service		

2. Sales by Product/Service

Product/Service	Units Sold	Sales Amount	Comments

3. Sales by Channel

Channel	Sales Amount	Percentage (%)	Remarks

4. Monthly Sales Trend

Week	Sales Amount	Notes
Week 1		
Week 2		
Week 3		
Week 4		

5. Notes & Action Points

Observation / Issue	Action Required	Responsible	Timeline