

# 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