

Monthly Sales Report

Report Month

Prepared By

Enter name

Department / Team

Enter department

1. Sales Summary

Total Sales	Total Units Sold	New Customers	Returning Customers	Top Product

2. Sales Breakdown by Product

Product Name	Units Sold	Unit Price	Total Sales	Notes

3. Sales Breakdown by Region

Region	Units Sold	Total Sales	Notes

4. Key Observations / Actions

Add notes, action items, insights, or comments...