

Sales Quota Plan Template

General Information

Sales Representative

Region/Territory

Manager

Quota Period

Quota Summary

Sales Target (\$)

Stretch Goal (\$)

Product/Service Focus

Monthly Quota Breakdown

Month	Quota (\$)	Actual (\$)	Variance (\$)	Comments
<input type="text" value="January"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="February"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="March"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Action Plan/Notes

Describe strategies and supporting actions to achieve quota