

Monthly Sales Summary

Document Overview

Month	June 2024
Prepared By	Jane Doe
Department	Sales
Date Prepared	July 1, 2024

Sales Summary

Total Units Sold	4,217
Total Sales Revenue	\$172,860
New Customers	93
Top Product	Widget Pro

Sales by Product

Product	Units Sold	Sales Revenue
Widget Pro	1,721	\$68,840
Gadget Plus	950	\$38,000
Service Basic	1,100	\$33,000
Accessory Pack	446	\$16,020

Sales by Region

Region	Units Sold	Sales Revenue
North	1,203	\$51,720
South	857	\$34,280
East	1,260	\$51,140
West	897	\$35,720

Key Highlights

- Achieved 12% growth in sales compared to May 2024
- Highest sales recorded in North region
- Increase in new customer acquisitions by 15%
- Widget Pro continues to be the best-selling product

Important Notes

- Monthly sales summaries provide essential insights for evaluating performance and making business decisions.
- Ensure data accuracy and timely preparation for effective reporting.
- Include both quantitative (sales figures) and qualitative (key highlights) information.
- Use clear and simple layouts to enhance readability and usability of the document.