

Departmental Sales Forecast Breakdown (Quarterly)

Department: _____

Quarter: Q__ Year: ____

Product/Service	Q1 Forecast	Q2 Forecast	Q3 Forecast	Q4 Forecast	Annual Total	Remarks
Product A	10,000	12,000	11,500	13,000	46,500	Seasonal peak in Q4
Product B	8,000	8,200	8,400	8,800	33,400	Stable demand
Product C	5,500	7,000	6,500	6,000	25,000	Marketing campaign in Q2
Total	23,500	27,200	26,400	27,800	104,900	

Important Notes

- Forecasts are based on historical data, market analysis, and input from department leads.
- Quarterly forecasts should be reviewed and updated regularly to reflect changing market conditions.
- Annual totals help departments allocate resources and set performance targets.
- Remarks provide context for significant variances or planned initiatives.