

Monthly Sales Projection

Month: _____ Year: _____

| Week | Product / Service | Projected Units | Projected Revenue | Actual Units Sold | Actual Revenue | Variance |
|--------------|-------------------|-----------------|-------------------|-------------------|----------------|----------|
| Week 1 | | | | | | |
| Week 2 | | | | | | |
| Week 3 | | | | | | |
| Week 4 | | | | | | |
| Total | | | | | | |

Prepared by _____

Approved by _____

Date _____

Important Notes:

- Projections should be based on recent sales data and anticipated market trends.
- Review and update the projection regularly to reflect actual performance.
- This format helps identify sales variances and areas needing attention.
- Document must be approved by relevant department authority.
- Attach supporting calculations if necessary for reference.