

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.