

WEEKLY SALES ACTIVITY REPORT TEMPLATE

REPORT WEEK

START DATE

END DATE

Monday, May 2nd, 20XX

Sunday, May 8th, 20XX

COMMENTS

SALES REPRESENTATIVE

REGION

	COLD CALLS MADE	FOLLOW-UP CALLS	EMAILS SENT	MEETINGS ARRANGED	VISITS COMPLETED	LEADS GENERATED	DEALS CLOSED	PRODUCTS SOLD	SALES REVENUE	TARGET AMOUNT	VARIANCE	NOTES
MON	3	7	80	12	3	18	3	763	\$283,000	\$250,000	\$ 33,000.00	
TUES	35	23	22	8	2	14	1	300	\$210,000	\$250,000	\$ (40,000.00)	Lossiter reduced order.
WED	7	1	2	6	5	8	6	7	\$350,000	\$250,000	\$ 100,000.00	Duke increased order.
THURS	2	1	4	5	3	2	2	3	\$138,750	\$200,000	\$ (61,250.00)	
FRI	1	0	3	1	2	8	0	5	\$0	\$50,000	\$ (50,000.00)	Shepard canceled order.
SAT	0	0	0	0	0	0	0	0	\$0	\$0	\$ -	
SUN	0	0	0	0	0	0	0	0	\$0	\$0	\$ -	
TOTALS	50	34	111	32	15	52	12	1299	\$983,750	\$1,000,000	\$ (16,250.00)	

Sales Activity Report Templates

Zhe Xu



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