**PRESENTED BY:**

[SPECIFY COMPLETE NAME OF COMPANY REPRESENTATIVE]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY COMPLETE NAME OF COMPANY]

[ADDRESS LINE]

[SPECIFY CONTACT NUMBER]

[SPECIFY EMAIL ADDRESS]

[SPECIFY WEBSITE ADDRESS]

**PRESENTED TO:**

[SPECIFY COMPLETE NAME OF COMPANY REPRESENTATIVE]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY COMPLETE NAME OF COMPANY]

[ADDRESS LINE]

[SPECIFY CONTACT NUMBER]

[SPECIFY EMAIL ADDRESS]

[SPECIFY WEBSITE ADDRESS]

[SPECIFY TITLE OF MONTHLY SALES REPORT]

[SPECIFY MONTHLY SALES REPORT NUMBER]

**MONTHLY**

**SALES REPORT**

[INSERT FULL DATE]

[SPECIFY CONTACT FULL NAME]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY COMPLETE COMPANY NAME]

[SPECIFY COMPLETE COMPANY ADDRESS]

**Subject: Monthly Sales Report [OR SPECIFY NAME OF MONTHLY SALES REPORT]**

Dear [INSERT APPROPRIATE SALUTATION] [CONTACT LAST NAME] [SIR OR MADAM IF WITHOUT LAST NAME],

I am writing to you with respect to this Monthly Sales Report [OR SPECIFY NAME OF MONTHLY SALES REPORT] [SPECIFY SUBJECT MATTER].I have outlined the scope of this Monthly Sales Report [OR SPECIFY NAME OF MONTHLY SALES REPORT] spearheaded by [SPECIFY NAME OF EMPLOYEE] together with his or her [OR SPECIFY] sales team [OR SPECIFY TEAM NAME], namely, [SPECIFY NAME OF EMPLOYEE], [SPECIFY NAME OF EMPLOYEE], [SPECIFY NAME OF EMPLOYEE], [SPECIFY NAME OF EMPLOYEE], [SPECIFY NAME OF EMPLOYEE], and [SPECIFY NAME OF EMPLOYEE].

**Outline for Weekly Sales Report [OR SPECIFY NAME OF MONTHLY SALES REPORT]:**

Dates covered by this Monthly Sales Report [OR SPECIFY NAME OF MONTHLY SALES REPORT]:

[SPECIFY DATE(S)] to [SPECIFY DATE(S)] [OR SPECIFY DATE RANGE COVERED]

**Monthly Product Sales:**

1. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

2. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

3. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

4. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

**Monthly Service Sales:**

1. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

2. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

3. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

4. [SPECIFY PRODUCT LINE] [OR SPECIFY PRODUCT NAME] [SPECIFY PRODUCT DETAILS]

**Sales Goals achieved this week:**

1. [SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

2. [SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

3. [SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

4. [SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

For inquiries, please contact me at the time of your convenience at [SPECIFY CONTACT NUMBER] or [SPECIFY EMAIL ADDRESS].

Sincerely,

[AUTHORIZED SIGNATURE]

[SPECIFY CONTACT FULL NAME]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY COMPLETE COMPANY NAME]

[SPECIFY COMPLETE COMPANY ADDRESS]

Accepted by: [SPECIFY YOUR COMPANY NAME HERE]

Authorized Signature

Printed Name and Title

Date

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**1. [SPECIFY COMPLETE NAME OF COMPANY] Background**

**1.1. [SPECIFY COMPLETE NAME OF COMPANY] Overview**

[SPECIFY COMPLETE NAME OF COMPANY] is a [SPECIFY COMPANY] engaged in [SPECIFY COMPANY INDUSTRY] products and services [OR SPECIFY COMPANY PRODUCTS AND SERVICES] and in [SPECIFY OPERATIONS] operations in [SPECIFY NUMBER] in [SPECIFY AREA(S) or LOCATION(S) COVERED].

Established last [SPECIFY YEAR OF ESTABLISHMENT], [SPECIFY COMPLETE NAME OF COMPANY] began operating as a [SPECIFY COMPANY] company, producing its early [SPECIFY COMPANY INDUSTRY] products and services [OR SPECIFY COMPANY PRODUCTS AND SERVICES] products and services including [SPECIFY COMPANY BRAND NAMES AND/OR TRADEMARKS] at [SPECIFY ADDRESS OF COMPANY MAIN HEADQUARTERS].

Since then, [SPECIFY COMPLETE NAME OF COMPANY] has established itself as a key player in the [SPECIFY COMPANY INDUSTRY] industry and a leading producer [OR MANUFACTURER OR SPECIFY] of high quality [SPECIFY SERVICE COMPANY INDUSTRY] products and services in the [SPECIFY AREA(S) AND LOCATION(S) COVERED] [OR IN SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE].

Currently, [SPECIFY COMPLETE NAME OF COMPANY] serves [SPECIFY NUMBER] of clients [OR CUSTOMERS] in the [SPECIFY AREA(S) AND LOCATION(S) COVERED] [OR IN SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE].

[SPECIFY COMPLETE NAME OF COMPANY] focuses on [SPECIFY COMPANY TARGET MARKET(S)] markets in [SPECIFY AREAS OR LOCATIONS COVERED] and in [SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE] in [SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE]

**1.2. [SPECIFY COMPLETE NAME OF COMPANY] MISSION**

The mission of [SPECIFY COMPLETE NAME OF COMPANY] is to be the best [SPECIFY COMPANY] company [OR SPECIFY COMPANY MISSION] in [SPECIFY AREA(S) AND LOCATION(S) COVERED] [OR IN SPECIFY STATE OR PROVINCE] of [SPECIFY STATE OR PROVINCE] [OR SPECIFY COMPANY MISSION] [SPECIFY COMPANY MISSION DETAILS].

**1.3. [SPECIFY COMPLETE NAME OF COMPANY] OBJECTIVES**

[SPECIFY COMPLETE NAME OF COMPANY] aims to achieve the following financial objectives by [SPECIFY NUMBER] [SPECIFY TIME UNIT]:

1. By [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY NAME OF MONTHLY SALES REPORT COMPANY] aims to grow shareholder value amounting to ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or [SPECIFY NUMBER OF PERCENTAGE]%

2. By [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY NAME OF MONTHLY SALES REPORT COMPANY] aims to grow earnings per share to ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or [SPECIFY NUMBER OF PERCENTAGE] %

3. In [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY NAME OF MONTHLY SALES REPORT COMPANY] aims to achieve revenue of ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or a [SPECIFY NUMBER OF PERCENTAGE] % decrease compared to [SPECIFY TIME UNIT] compared to [SPECIFY TIME UNIT].

4. In [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY NAME OF MONTHLY SALES REPORT COMPANY] aims to increase bond ratings from [SPECIFY NUMBER OF PERCENTAGE] % to [SPECIFY NUMBER OF PERCENTAGE] % compared to the last [SPECIFY NUMBER] [SPECIFY TIME UNIT].

**1.4. [SPECIFY COMPLETE NAME OF COMPANY] PRODUCTS**

The table below summarizes the line of products that [SPECIFY COMPLETE NAME OF

COMPANY] offers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **Product Description** | **Product Classification** | **Product Price** |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |

**1.5. [SPECIFY COMPLETE NAME OF COMPANY] SERVICES**

The table below summarizes the line of services that [SPECIFY COMPLETE NAME OF COMPANY] offers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Name** | **Service Description** | **Service Classification** | **Service Price** |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] |  ₹[SPECIFY AMOUNT IN BULK] |

**2. [SPECIFY NAME OF COMPANY] Sales Summary**

The table below summarized the Monthly Sales Summary covering the dates from [SPECIFY COMPLETE DATE] to [SPECIFY COMPLETE DATE] [OR SPECIFY DATE RANGE].

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **Total** |
| **SUMMARY GROUP SALES** |
| [SPECIFY PRODUCT GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PRODUCT GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY SERVICE GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY SERVICE GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY SERVICE GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY SERVICE GROUP] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **DISCOUNTS** |
| [SPECIFY PROMO NAME] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PROMO NAME] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PROMO NAME] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY PROMO NAME] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Discounts** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **TOTAL SALES** |
| Net Sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gross Sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **VOIDS** |
| [SPECIFY VOID NAME] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY VOID NAME] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY VOID NAME] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Voids** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **SALES BY CARD TYPE** |
| Visa |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| MasterCard |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| AmEx |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Discover |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gift cards |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Gift certificates |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Totals** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

**2.1. [SPECIFY NAME OF COMPANY] Sales Report Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Name** | **Item Description** | **Price** | **Sty** | **Amount** | **Tax rate** | **Tax** | **Total** |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| [SPECIFY ITEM NUMBER] | [SPECIFY ITEM NAME] | [SPECIFY ITEM DESCRIPTION] |  ₹[SPECIFY AMOUNT] | [SPECIFY QTY NUMBER] |  ₹[SPECIFY AMOUNT] | [SPECIFY TAX RATE PERCENTAGE] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

**2.2. [SPECIFY NAME OF COMPANY] INVOICE SUMMARY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Invoice Summary** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **[SPECIFY MONTH]** | **Month to Date** |
| Total Invoices processed | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| Total Invoice net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| % of Total net sales | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| Average cost/ invoice  |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total cost/ net sales ratio |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total non-quick sales processed | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| Total non-quick sales net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average non-quick sales net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average non-quick sales cost/ invoice  |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total non-quick sales cost/ net sales ratio |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| % of Total non-quick net sales | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| Total Invoice non-quick sale net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average non-quick sale net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total gift card sales processed | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| Total gift card sales net sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average gift card sales net sale |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Average gift card sales cost/ invoice  |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Total gift card sales cost/ net sales ratio | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |
| % of Total gift card net sales | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| Total Invoice gift card net sales | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] | [SPECIFY NUMBER] |

**3. [SPECIFY NAME OF COMPANY] FINANCIAL SUMMARY**

**3.1. PROJECTED CASH FLOW**

Below is the projected cash flow for [SPECIFY COMPLETE NAME OF COMPANY] for the years [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], and [SPECIFY YEAR] [OR SPECIFY YEAR RANGE].

|  |
| --- |
| **PRO FORMA CASH FLOW** |
|  | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Cash Received** |
| Cash from Operations |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Cash Sales |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Cash From Operations** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Additional Cash Received** |
| Sales Tax, VAT, HST/GST Received |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| New Current Borrowing | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% | [SPECIFY NUMBER OF PERCENTAGE]% |
| New Other Liabilities (interest-free) |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| New Long-term Liabilities |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales of Other Current Assets |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Sales of Long-term Assets |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| New Investment Received |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Cash Received** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Expenditures | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Expenditures from Operations** |
| Cash Spending |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Bill Payments |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Spent On Operations** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Additional Cash Spent** |
| Sales Tax, VAT, HST/GST Paid Out |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Principal Repayment of Current Borrowing |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Other Liabilities Principal Repayment |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Long-term Liabilities Principal Repayment |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Purchase Other Current Assets |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| Dividends |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Cash Spent** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Net Cash Flow** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Cash Balance** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

**3.2. PROJECTED PROFIT AND LOSS**

The following sales for [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], and [SPECIFY YEAR] are ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], and ₹[SPECIFY AMOUNT] respectively. The net profit for this certain period is ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], ₹[SPECIFY AMOUNT], and ₹[SPECIFY AMOUNT], respectively, while the net profit/sales percentage is: [NUMBER]%, [NUMBER]%, [NUMBER]%, [NUMBER]%, and [NUMBER]%, each.

|  |
| --- |
| **PRO FORMA PROFIT AND LOSS** |
|  | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Direct Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Other Costs of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Gross Margin** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Gross Margin %** | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] |
| **Expenses** |
| **Payroll** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Marketing/Promotion** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Depreciation** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Repair & Maintenance** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Web Design** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Instructor and Class Room Costs** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Operating Expenses** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Profit Before Interest and Taxes** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **EBITDA** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Interest Expense** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Taxes Incurred** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Net Profit** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Net Profit/Sales** | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] | %[NUMBER] |

**3.3. SALES FORECAST**

In [SPECIFY YEAR], the [SPECIFY COMPLETE NAME OF COMPANY] expects to generate at around ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY], and an increase in sales to around ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in [SPECIFY YEAR]. In [SPECIFY YEAR], the firm has generated to around ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in sales.

|  |
| --- |
| **Sales Forecast** |
|  | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| **Sales** |
| **Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Direct Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **COGS** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Direct Cost of Sales** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |

**3.4. PROJECTED BALANCE SHEET**

[SPECIFY NAME OF MONTHLY SALES REPORT COMPANY NAME]’s balance sheet is expected to accumulate in an amount of ₹[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in the cash balance by the end of [SPECIFY YEAR] [OR SPECIFY YEAR RANGE].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pro Forma Balance Sheet** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| **ASSETS** |
| **Current Assets** |
| **Cash** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Other Current Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Current Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Long-term Assets** |
| **Long-term Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Accumulated Depreciation** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Long-term Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Assets** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Liabilities and Capital** | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] | [SPECIFY YEAR] |
| **Current Liabilities** |
| **Accounts Payable** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Current Borrowing** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Other Current Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Subtotal Current Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Long-term Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Liabilities** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
|  |
| **Paid-in Capital** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Retained Earnings** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Earnings** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Capital** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Total Liabilities and Capital** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |
| **Net Worth** |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |  ₹[SPECIFY AMOUNT] |