**WEEKLY**

**SALES REPORT**

**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 WEEKLY SALES REPORT TEMPLATE]

[SPECIFY WEEKLY SALES REPORT NUMBER]

**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]

[INSERT FULL DATE]

[SPECIFY CONTACT FULL NAME]

[SPECIFY JOB TITLE OR POSITION]

[SPECIFY COMPLETE COMPANY NAME]

[SPECIFY COMPLETE COMPANY ADDRESS]

**Subject: Weekly Sales Report [OR SPECIFY NAME OF WEEKLY SALES REPORT TEMPLATE]**

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

I am writing to you regarding this Weekly Activity Report [OR SPECIFY NAME OF WEEKLY SALES REPORT] [SPECIFY SUBJECT MATTER]. Below, you will find the outline of the scope of the Weekly Activity Report [OR SPECIFY NAME OF WEEKLY SALES REPORT] spearheaded by [SPECIFY NAME OF EMPLOYEE] together with his or her 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 WEEKLY SALES REPORT]**

Dates covered by this Weekly Activity Report [OR SPECIFY NAME OF WEEKLY SALES REPORT]:

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

**Product Sales**

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

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

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

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

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

**Goals achieved this week**

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

**Goals set for next week**

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[SPECIFY NAME OF GOAL] [SPECIFY GOAL DETAILS]

[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 NAME OF COMPANY] Background**

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

[SPECIFY 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 NAME OF COMPANY] began operating as a [SPECIFY COMPANY] company, producing its early [SPECIFY WEEKLY SALES REPORT COMPANY INDUSTRY] products and services [OR SPECIFY COMPANY PRODUCTS AND SERVICES] products and services including [SPECIFY COMPANY BRAND NAMES AND/OR TRADEMARKS] at [SPECIFY 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 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 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 NAME OF COMPANY] MISSION**

It is the mission of [SPECIFY NAME OF COMPANY] to provide [SPECIFY COMPANY PRODUCTS AND SERVICES] services and to be the best [SPECIFY COMPANY] company with consistent growth [OR SPECIFY COMPANY MISSION].

[SPECIFY SERVICE COMPANY MISSION] [SPECIFY SERVICE COMPANY MISSION DETAILS]

**1.3. [SPECIFY NAME OF COMPANY] PRODUCTS**

The table below summarizes the line of products that [SPECIFY 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] |

**1.4. [SPECIFY NAME OF COMPANY] SERVICES**

The table below summarizes the line of services that [SPECIFY 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] |

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | **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] |
| [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] |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Name** | **Item Description** | **Price** | **Qty** | **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] |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Invoice Summary** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Week to Date** | **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] |

1. **[SPECIFY NAME OF COMPANY] FINANCIAL SUMMARY**
   1. **PROJECTED CASH FLOW**

Below is the projected cash flow for [SPECIFY 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] |

* 1. **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] |

* 1. **SALES FORECAST**

In [SPECIFY YEAR], the [SPECIFY 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] |

* 1. **PROJECTED BALANCE SHEET**

[SPECIFY NAME OF WEEKLY 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] |