

Weekly Sales Report

Sales Person:_____ **Date:**_____

Sales Completed:

Actual:

Goals

YTD 2008 :\$ _____ \$ _____

MTD _____ :\$ _____ S _____

WTD _____ :\$ _____ S _____

Estimates Completed:

Actual:

Goals

YTD 2008 :\$_____ \$_____

MTD _____ :\$ _____ S _____

WTD _____ :\$ _____ **S** _____

Submitted Proposals (From Last Meeting):

Name: _____

Project

Amount

_____ \$_____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Sold Proposals (From Last Meeting):

Name:

Project

Amount

_____ \$_____

_____ \$_____

_____ \$_____

_____ \$_____

_____ \$_____

_____ \$_____

_____ \$_____

In Progress Project Phases:

| Initial | Design | Estimate | Contract | Revision | Other |
|---------|--------|----------|----------|----------|-------|
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Action Items:

| Description | Client / Project | Due Date |
|-------------|------------------|----------|
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Lead Generation Strategy / Ideas: