**Daily Sales Tracking Form**

**Monitor and record daily sales performance and activities.**

| **Field** | **Details to Fill** |
| --- | --- |
| **Sales Representative** |  |
| **Date** |  |
| **Sales Target ($)** |  |
| **Actual Sales ($)** |  |

**Daily Sales Activities**

| **Activity Type (Checkbox)** | **Client Name** | **Amount ($)** | **Status [Checkbox]** |
| --- | --- | --- | --- |
| **[ ] Call** |  |  | **[ ] Closed [ ] Pending** |
| **[ ] Email** |  |  | **[ ] Closed [ ] Pending** |
| **[ ] Meeting** |  |  | **[ ] Closed [ ] Pending** |
| **[ ] Demo** |  |  | **[ ] Closed [ ] Pending** |
| **[ ] Follow-Up** |  |  | **[ ] Closed [ ] Pending** |
| **[ ] Networking Event** |  |  | **[ ] Closed [ ] Pending** |
| **[ ] Webinar** |  |  | **[ ] Closed [ ] Pending** |
| **[ ] Other** |  |  | **[ ] Closed [ ] Pending** |

**Notes**

**Approval**

| **Supervisor Signature** | **Date** |
| --- | --- |
|  |  |