

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]
<input type="checkbox"/> Call			<input type="checkbox"/> Closed <input type="checkbox"/> Pending
<input type="checkbox"/> Email			<input type="checkbox"/> Closed <input type="checkbox"/> Pending
<input type="checkbox"/> Meeting			<input type="checkbox"/> Closed <input type="checkbox"/> Pending
<input type="checkbox"/> Demo			<input type="checkbox"/> Closed <input type="checkbox"/> Pending
<input type="checkbox"/> Follow-Up			<input type="checkbox"/> Closed <input type="checkbox"/> Pending

<input type="checkbox"/> Networking Event			<input type="checkbox"/> Closed <input type="checkbox"/> Pending
<input type="checkbox"/> Webinar			<input type="checkbox"/> Closed <input type="checkbox"/> Pending
<input type="checkbox"/> Other			<input type="checkbox"/> Closed <input type="checkbox"/> Pending

Notes

Approval

Supervisor Signature	Date