Ashford Business Services Ltd

Monthly Sales Target Tracker

Tracking a salesperson's month against target: weekly sales, deals in progress, and a manager review.

Document	Monthly Sales Target Tracker
Prepared by	Sarah Mitchell, Office Manager
Owner	David Okafor, Finance Manager
Version	1.0
Date	9 November 2026
Review date	9 November 2026

Target summary

Field	Entry
Salesperson	Emma Clarke
Sales manager	Michael Davies
Tracking month	Tracking month
Monthly target	Monthly target Target currency
Sales to date	
Remaining to target	
Percentage achieved	

Weekly sales record

Week ending	New orders	Value	Cumulative value

Deals in progress

Ashford Business Services Ltd

Client company	Opportunity	Value	Expected close	Stage

Target review notes

Field	Entry
Reviewed by	Michael Davies
Review date	
On track?	
Support needed	
Actions agreed	

Month-end close

Field	Entry
Final sales value	
Target	Monthly target Target currency
Achieved?	
Carried forward	
Manager sign-off and date	

Completion checklist

	The monthly target (Monthly target Target currency**) is stated for** Tracking month**.**
	Weekly figures add up to the sales-to-date figure in the summary.
	The review by Michael Davies is recorded with actions agreed.