

Field Sales Report Form by

Name _____

Month/Year _____

	Name of Head of Household	Household Address	Date	Product A Purchased	Price Paid	Product B Purchased	Price Paid
1							
2							
3							
4							
5							
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25							

The Field Sales Report Form is filled out by salespeople in the field who submit it to the sales manager to input into the Master Sales Report Form on a monthly basis. This form is a tool for salespeople to record valuable customer data that can help them plan their sales strategy. The objective of this report differs from the daily progress report, which is submitted to the sales manager on a daily or weekly basis so that the manager can provide feedback to help salespeople become more successful. Initially, it may be difficult for salespeople to complete reports correctly, so allot additional time in the first few months to check the accuracy of these reports.