

# General Manager's Weekly Sales Report

Week Ending: \_\_\_\_\_

Manager's Name:	Hotel:
Comment:	

Total Sales Contacts: \_\_\_\_\_ My Sales Involvement this week was: \_\_\_\_\_

## PHONE CALLS MADE

Name	Company	Phone #	Result

## IN-PERSON CALLS MADE

Name	Company	Phone #	Result

## IN-HOUSE GUESTS PERSONALLY CONTACTED

Name	Company	Phone #	Result

Next Week's Planned Activity: \_\_\_\_\_

Next Week's % Occupancy Forecast: Sun \_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_