

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 ____