| **BÁO CÁO KẾT QUẢ BÁN HÀNG****1. SỐ LIỆU VỀ CÁ NHÂN*** Tổng kết đơn hàng:
	+ Số lượng đơn: ……
	+ Tổng doanh thu: ……
	+ Tỷ lệ chuyển đổi: ……
* Ghi chú: (Các điểm nhấn đặc biệt, những động thái quan trọng…)

**2. DOANH SỐ THEO NGÀY/TUẦN/THÁNG**

| **STT** | **Mốc thời gian** | **Số đơn hàng** | **Doanh thu** |
| --- | --- | --- | --- |
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|  |  |  |  |
|  |  |  |  |

**3. DOANH SỐ THEO SẢN PHẨM/THEO KHU VỰC****A. THEO SẢN PHẨM**

| **STT** | **Sản phẩm**  | **Số lượng bán** | **Doanh thu** |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

**B. THEO KHU VỰC**

| **STT** | **Khu vực** | **Số đơn hàng** | **Doanh thu** |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |

**4. TOP KHÁCH HÀNG VÀ TOP SẢN PHẨM****A. TOP KHÁCH HÀNG (5 HOẶC 10 KHÁCH HÀNG LỚN NHẤT)**

| **STT** | **Tên khách hàng** | **Doanh thu (VNĐ)** | **Tỉ trọng** |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

**B. TOP SẢN PHẨM**

| **STT** | **Tên sản phẩm** | **Số lượng bán** | **Doanh thu (VNĐ)** |
| --- | --- | --- | --- |
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