1. **Purpose**

The purpose of preparing sales forecast is to control inventory of raw material and allocation of funds.

1. **Scope**

This SOP is applicable on whole sales team of Bin Rasheed Color & Chemicals (Pvt) Ltd for preparing sales forecast.

1. **Responsibility**

Sales Person of respective product line.

1. **Terms & Definitions**
2. **Procedure**

* Sales person generate this report from the system in which grades of product is mentioned under the name of concerned sales person.
* Sales person review this report and mentioned the quantities of respective grade which they are offering in market depending upon some of the following factors given below.

1. Customer discussion.
2. Customer buying pattern.
3. Depending upon season (for seasonal products).

* Sales person has to submit next 3 month forecast on every 15th of the month.

1. **List of Associated Documented Information**

Sales Forecast form.

**Amendment History Record**

| **Rev. #** | **Section** | **Amended Text** |
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