



Memo

To: [Professor's Name]
From: [Student Name]
Date: 1/15/23
Re: First Quarter Sales Forecast

The expected sales forecast for the first quarter for the Downtown Internet Café are shown in the worksheet below. The forecast shows steady growth in all areas of sales.

The following chart of the worksheet data shows how expected total sales would increase in February and March if an aggressive advertising campaign is launched at the beginning of the quarter.