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| 業務日報表 |

姓名： 年 月 日

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| 客 戶 | | | 洽 談 人 | 訪 問  目 的 | 訪 問 內 容 及 結 果 | | | 收 款 | 工作內容  時間 | | 開  會 | 內部作業 | | 交  通 | 等  候 | | 商  談 | 其  他 |
|  | | |  |  |  | | |  | 9 | |  |  | |  |  | |  |  |
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| 6 | |  |  | |  |  | |  |  |
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| 訪問目  的代號 | | 1.新開發 2.再訪 3.洽商 4.服務 5.出貨 6.收款 7.退貨 8.抱怨處理 9.其他 | | | | | | | 合 計 | |  |  | |  |  | |  |  |
| 市  場  資  訊 |  | | | | | 建  議 |  | | | 批 示 | | | 主 管 | | | 製 表 人 | | |
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