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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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| 10 |  |  |  |  |  |  |
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| 12 |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 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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