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| 訪問計劃表 |

 年 月 日

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| 工作日期客戶  | 日 期 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 備 註 |
|  | 預定 |  |  |  |  |  |  |  |  |
|  | 實際 |  |  |  |  |  |  |  |
|  | 主管陪同 |  |  |  |  |  |  |  |
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| 符號說明：○「拜訪」；◎「再度拜訪」。 | 經理人 |  | 主管 |  | 填表人 |