銷　售　日　報　表

姓　　　名：　　　　　　　　 至前一日的達成額：　　　　　 單位：新台幣仟元

本月目標額：　　　　　　　　 達　　 成 　　率：　　　　　 年　　月　　日

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| 順  序 | 訪問  客戶 | | 開  拓 | 訂  單 | | 報  價 | 請  款 | | | 收  款 | 摘　　要 | | | 銷　　　　　　　　　　　售 | | | | | | | | | | 收　　　　款 | | | | | 交通費 |
| 銷售目標 | | 本日銷售 | | | | 退　　貨 | | 銷售累計 | | 現　金 | | | 支　票 | |
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| 特別事項 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 來  訪  者 | 客　　　　戶 | | | | | | | 職　　位　　姓　　名 | | | | | | | | | | 來　　　訪　　　目　　　的 | | | | | | | | | | | |
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| 公  司  內  部  業  務 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 時　間 | | 9 10 11 12 13 14 15 16 17 18 19 | | | | | | | | | | | | | | | | | | | | | | | | | | 計 | |
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| 內　部 | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 行　程 | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 面　談 | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 其　他 | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 課長指示事項 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

經理： 課長： 填表：