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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 提出者 |  | 印 |  | **営業日報** | １ | ２ | ３ | ４ |
|  |  |  |  |
| 　年　月　日　曜 |
| 訪　問　先 | 用務 | 売上 | 入金 | 経費 | 実美時間 | 摘要 |
| 契約 | 納入 | 連絡 | 集金 | 交通費 | 通信費 | 交際費 | 折衝・クレーム |
| 1 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 2 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 3 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 4 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 5 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 6 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 7 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 8 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 9 |  |  |  |  |  |  |  |  |  |  | ～ |  |
| 10 |  |  |  |  |  |  |  |  |  |  | ～ |  |
|  | 小計 |  |  |  |  |  | 時間　　分 |  |
| 累計 |  |  |  |  |  | 時間　　分 |
| 社内業務 | 時間 | 項目 | 業務内容 | 同業者の動向 | ニュース | 備考 |
|  |  |  |
|  |  |  |
|  |  |  | 予定 | 苦情その他 |
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