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| 提出者 | |  | | | | | 印 | | | |  | | | | **営業日報** | | | | | | １ | ２ | | | ３ | ４ | |
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| 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 |  | | | |  |  | |  | |  | |  |  | | |  |  | |  | ～ | | | |  | | |
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|  | | | | | 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 | | | |
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|  |  | | | | |  | | | | | 予定 | | | | 苦情その他 | | | | |
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