令和○年○○月○○日（○）

**営業日報**

担当者：○○○○○○○

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| 時間 | 訪問先 | 担当者 | 売込商品 | 受注金額 | 集金金額 |
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| 本日の営業情報 | 合計 |  |  |
| 累計 |  |  |
| 目標 |  |  |
| 達成率 |  |  |
| 上司コメント | 経費 | 交通費 |  |
| 通信費 |  |
| 駐車代 |  |
| 接待費 |  |