**営　業　日　報**

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　部署：

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　氏名：

　　　　年　　　月　　　日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 時　間 | | | 訪問先 | | | 面談者 | | | | 活動内容 | | | | | | | | | 特記事項 | | | | 翌日の予定 | | | | | |
| 商談 | | 労務提供 | | | 事務処理 | | その他 | | 時間 | | | | 訪問先 | |
| 8:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 8:00 | |  | |  | |
| 9:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 9:00 | |  | |  | |
| 10:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 10:00 | |  | |  | |
| 11:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 11:00 | |  | |  | |
| 12:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 12:00 | |  | |  | |
| 13:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 13:00 | |  | |  | |
| 14:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 14:00 | |  | |  | |
| 15:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 15:00 | |  | |  | |
| 16:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 16:00 | |  | |  | |
| 17:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 17:00 | |  | |  | |
| 18:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 18:00 | |  | |  | |
| 19:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 19:00 | |  | |  | |
| 20:00 | |  |  | | |  | | | |  | |  | | |  | |  | |  | | | | 20:00 | |  | |  | |
| ☆新規定番導入状況報告 | | | | | | | | | | ア　イ　テ　ム | | | | | | | 納価 | | 原価 | | | 率 | 導入店舗数など | | | | | |
| 企業名 | | |  | | | | | | |  | | | | | | |  | |  | | |  |  | | | | | |
| 企業名 | | |  | | | | | | |  | | | | | | |  | |  | | |  |  | | | | | |
| ☆規定外粗利、見積状況報告 | | | | | | | | | | ア　イ　テ　ム | | | | | | | 納価 | | 原価 | | | 率 | 理由・対策 | | | | | |
| 企業名 | | |  | | | | | | |  | | | | | | |  | |  | | |  |  | | | | | |
| 企業名 | | |  | | | | | | |  | | | | | | |  | |  | | |  |  | | | | | |
| ☆朝、夕、ﾐｰﾃｲﾝｸﾞ出席状況 | | | | | | | | | | | | | | ☆活動状況報告 | | | | | | | | | |  | | | | |  |
| 朝／　出・欠・中止 | | | | | | | 夕／　出・欠・中止 | | | | | | |  | |  | | 月目標 | | | 実績 | | 差額 |  | | ﾄｯﾌﾟｺﾒﾝﾄ | | 部門長ｺﾒﾝﾄ |
| ☆業績報告　　消化率　　％　　(単位:千円) | | | | | | | | | | | | | | 訪問 | | 当日 | |  | | |  | |  |  | |  | |  |
| 累計 | |  | | |  | |  |  | |  | |  |
|  | | | 月目標 | | 実績 | | | 差額 | | | 達成率 | |  | 新規 | | 当日 | |  | | |  | |  |  | |  | |  |
| 粗利 | 当日 | |  | |  | | |  | | | ％ | |  | 累計 | |  | | |  | |  |  | |  | |  |
| 累計 | |  | |  | | |  | | | ％ | |  | 企画  作成 | | 当日 | |  | | |  | |  |  | |  | |  |
| 売上 | 当日 | |  | |  | | |  | | | ％ | |  | 累計 | |  | | |  | |  |  | |  | |  |
| 累計 | |  | |  | | |  | | | ％ | |  | 企画  導入 | | 当日 | |  | |  | | |  |  | |  |
| 粗利率 | | | | 当日　　　％ | | | | | 累計　　　％ | | | |  | 累計 | |  | |  | | |  |