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| 部門：  氏名： |

**営　業　日　報**

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| 時　間 | 所  要 | 社　　　　外　　　　活　　　　動 | | | | | 社　　　　内　　　　活　　　　動 | | | | |
| 新規開拓 | 売込み | 納　　品 | クレーム  処理 | 移　　動 | 見積・提  案書作成 | 発　　注 | 事務処理 | ミーティ  ング | 図面  作成等 |
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| 8:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 9:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 10:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 11:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 12:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 13:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 14:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 15:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 16:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 17:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 18:00 |  |  |  |  |  |  |  |  |  |  |  |
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| 19：00 |  |  |  |  |  |  |  |  |  |  |  |
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| 20：00 |  |  |  |  |  |  |  |  |  |  |  |
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| 合計時間 | 時間　　　　　分 | | | | | | | | | | |
| 記入上のポイント | １．新規開拓は右の売込み・納品と区分して記入。すなわち売込み・納品を既存先とする。  ２．社外・社内活動内容欄に所要時間を３０分単位で記入する。  ３．合計時間は出社した時間から退社した時間、すなわち１日の総勤務時間を記入。 | | | | | | | | | | |