令和○年○○月○○日（○）

**営業週報**

担当者：○○○○○○○

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| 曜日 | 時間 | 訪問先 | 契約商品 | 契約金額 | 次回訪問 |
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|  | 今週の受注額 |  | 報告内容： |
| 週 | 今週までの累計 |  |  |
| 間 | 目標受注額 |  |  |
| 計 | 達成率 |  |  |
|  | 来週の目標額 |  |  |