令和○年○○月○○日（○）

**営業週報**

担当者：○○○○○○○

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 曜日 | | 時間 | 訪問先 | | 契約商品 | 契約金額 | 次回訪問 |
| 日  (○) | |  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| 日  (○) | |  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| 日  (○) | |  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| 日  (○) | |  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| 日  (○) | |  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  | 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 | |  |  | | | |