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| 推銷業務日報表 |

出發 時 分回公司 時 分 年 月 日

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| 時刻 | 地區 | 客 戶 | 面談者 | 要 件 | 交 涉 經 過 | 實 績 | 庫 存 | 備 註 |
| 接受訂單 | 收款 |  |  |
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| 公司內業務 | 時間 | 項 目 | 處 理 要 點 | 主管意見 |
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| 同業動向 | 情報 | 連絡事項 | 明日預定 |