|  |
| --- |
| **Sales Manager Weekly Report** |
| **Filled by\*** |  | **Filling Date\*** |  |
| **NO.** | **Project Executed** | **Results** |
| 1. **Business Expansion**
 |  |
|  | **Total Established Distributor Partners** |  |
|  | **Total Physical Marketing Events** |  |
|  | **Total Online Marketing Events** |  |
| 1. **Business Tracking**
 |  |
| **2.1 Potential Customer Activities** | **Total Potential Customer Calls Last Week (Assigned)** |  |
|  | **Total Potential Customer Calls Last Week (Self-initiative)** |  |
|  | **Total Business Presentation This Week (Assigned)** |  |
|  | **Total Business Presentation This Week (Self-Initiative)** |  |
| **2.2 Closed Customer Activites** | **Total Closed Customer Calls Last Week**  |  |
|  | **Total Maintenance Contract Signings for Closed Customer This Month** |  |
|  | **Total Maintenance Contract Signings for Closed Customer Next Month** |  |
| 1. **Performance Achievement**
 |  |
|  | **Achieved Performance Amount Last Month** |  |
|  | **Target Performance Amount This Month** |  |
|  | **Total Performance Amount This Month** |  |
| **4. Account Handling** |  |
|  | **Actual Payment Last Month** |  |
|  | **Accounts Receivable Amount This Month** |  |
|  | **Total Actual Collected Payment This Month** |  |
|  | **Total Uncollectible Debt Amount** |  |
| 1. **Professional Competence**
 |  |
|  | **Product Categories Currently Available for Presentation** |  |
| 1. **Managerial Responsibilities**
 |  |
|  | **Total Presentation Assisted by Sales Personnel Last Week** |  |
|  | **Total Presentation Assisted by Sales Personnel This Week** |  |
| **Remarks** |  |