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| **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** | |  | | |