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| **業務拜訪計劃表** |
| **填寫日期\*：** |
| **填寫人\*** |  | **填寫部門\*** |  |
| **客戶名稱\*** |  | **聯絡人** |  |
| **電話** |  | **傳真** |  |
| **地址** |  |
| **預計拜訪日期\*** | **到** |
| **拜訪目的\*** |  |
| **備註** |  |