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| **逾期未收帳款報告書** | | | |
| **填寫日期\*：** | | | |
| **填寫人\*** |  | **填寫部門\*** |  |
| **客戶名稱\*** |  | **負責人\*** |  |
| **電話\*** |  | **傳真** |  |
| **地址** |  | | |
| **逾期未收款額\*** |  | **逾期時間\*** |  |
| **滯收原因\*** |  | | |
| **催款狀況\*** |  | | |
| **建議對策** |  | | |
| **備註** |  | | |