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| --- | --- | --- | --- | --- | --- |
| WEEKLY REPORT | | | | | |
| Sections | | | Details | | |
| Company | [$1$] | | Report by | | [$2$] |
| Date of visit | [$3$] | | Location | | [$4$] |
| **Pariticipants** | | | | | |
| Name | | Title | | Organisation | |
|  | | | | | |
| Contact person | | | Business card | | |
| [$5$] | | | [$6$]/[$7$] | | |
| Objectives of the visits ( For new customer, please fill A, B ) | | | | | |
| A. Company information | | | | | |
| [$8$] | | | | | |
| B. Current situation of cpc relevant products  ( interested products, methods of introduction....etc.) | | | | | |
| [$9$] | | | | | |
| C. Report details | | | | | |
| [$10$] | | | | | |
| Next steps for follow up | | | | | |
| [$11$] | | | | | |