

Daily Marketing Executives Report

Centre	
Name of the ME	
Date:	

S. No.	Time slot (choose any four)	Location / Place	Activity done	Achievement
1	08 am to 10 am <input type="checkbox"/>			
2	10 am to 12 pm <input type="checkbox"/>			
3	12 pm to 02 pm <input type="checkbox"/>			
4	02 pm to 04 pm <input type="checkbox"/>			
5	04 pm to 06 pm <input type="checkbox"/>			
6	06 pm to 08 pm <input type="checkbox"/>			

Reporting time: 30 minutes before the morning slot starts & 30 minutes after the evening slot is over.

Contributions / Achievements for the day

No. of people met in the day:	
No. of handbills distributed:	
No. of database collected:	
No. of enquiries brought in:	
No. of house calls made	
No. of admissions contributed:	

Details of conveyance and other charges for the day

S. No.	Place from	Place to	Mode of conveyance	Cost (in Rs.)
1				
2				
3				
4				
5				
6				
TOTAL				

Plan for the next day

S. No.	Time slot (choose any four)	Location / Place	Activity done
1	08 am to 10 am <input type="checkbox"/>		
2	10 am to 12 pm <input type="checkbox"/>		
3	12 pm to 02 pm <input type="checkbox"/>		
4	02 pm to 04 pm <input type="checkbox"/>		
5	04 pm to 06 pm <input type="checkbox"/>		
6	06 pm to 08 pm <input type="checkbox"/>		

Signature of the ME

Signature of the TL

Signature of the MM

Signature of CM