THURSDAY

Date_____

Mileage/Start_____

Mileage/Stop_____

Total_____

Tolls/Parking_____

	N-New, I-inactive, A-Active	Phone Call	Face Call	Fact-Finding	Service	Sales	Multimedia	Cross Selling	Mtg w/Manager	
1										
Comments/Results										
2										
Comments/Results										
3										
Comments/Results										
4										
Comments/Results										
5										
Comments/Results										
6										
Comments/Results										
7										
Comments/Results										
8										
Comments/Results										
9										
Comments/Results										
10										
Comments/Results										
11										
Comments/Results										
12										
Comments/Results										
13										
Comments/Results										
14										
Comments/Results										
15										
Comments/Results										
16										
Comments/Results										

Total Ads Sold Today: Ad Count:_____
Inches:_____
Revenue:_____

FRIDAY

Date_____

Mileage/Start_____

Mileage/Stop_____

Total_____

Tolls/Parking_____

	N-New, I-inactive, A-Active	Phone Call	Face Call	Fact-Finding	Service	Sales	Multimedia	Cross Selling	Mtg w/Manager	
1										
Comments/Results										
2										
Comments/Results										
3										
Comments/Results										
4										
Comments/Results										
5										
Comments/Results										
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13										
Comments/Results										
14										
Comments/Results										
15										
Comments/Results										
16										
Comments/Results										

Total Ads Sold Today: Ad Count:_____
Inches:_____
Revenue:_____

Sales Call Reports

Media General
FLORIDA PUBLISHING GROUP

Total Ads Sold This Week:
Ad Count:_____
Inches:_____
Revenue:_____

Name:_____ Week Ending:_____
Division:_____ Mileage Total:_____
Acct#:_____ Mileage Rate:_____
Dept#:_____ Reimbursement Due:_____
Approval:_____ TotalTolls/Parking:_____
Vendor #:_____ Total:_____

I HEREBY CERTIFY THAT THIS IS A CORRECT STATEMENT OF MY EXPENSES.

SIGNED_____
DATE_____

Next Week's Plans

Minimum Standards:

1) 10 face to face calls per day
2) 2 Quality presentations
3) 2 Multimedia calls
4) 5 Cross Sellings
5) 5 New business calls per week