

SALES WORK HANDOVER FORM

Sales work handover form

Name		gender		department		post	
Handover reason	☐ Resignation ☐ Transfer ☐ Sick leave ☐ Other			handover time			
Filling date							
Product inventory							
serial number	product code	Serial number	product name	Model Specifications	quantity	Is there a missing part	Remark
1						yes	
2							
3							
4							
5							
Work handover							
Handover of key tasks				Handover of work data			
serial number	Work Matters	completion statement	handover person	serial number	profile name	storage path	handover person
1				1			
2				2			
3				3			
4				4			
Problems left by the salesman							
Solutions and programs							
Department manager opinion							
Remark							

Sales Handover Document Template

Peipei Pang



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