

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							

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Xiaolong Qi



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Sales: Fast track to Success John Mactear, 2010-04-08 GET THE RESULTS YOU WANT IN SALES FAST Today's successful salespeople sell solutions to their customers rather than push products at them To do this well you need a diverse range of skills You need sharp business skills or else you'll make few or poor sales and negotiating skills for the same reason You need to be an excellent communicator have a healthy level of confidence and be able to develop a feeling of empathy and rapport with the people you meet as you pursue sales You need to be able to understand your customer's needs and wants design a tailored solution for them and explain exactly what benefits they will derive from it Fast Track to Success Sales helps you do this by giving you an overview of best practice in all aspects of sales along with practical advice on how to lead and manage a sales team This practical career oriented book gets you up to speed on sales quickly It gives you Sales in a nutshell a series of frequently asked questions to give you a concise overview of the subject The top 10 tools and techniques you can use to help you develop your approach to successful selling Simple checklists to help you identify the strengths and weaknesses of your capabilities and those of your team Advice on leading your team how to decide your leadership style and build your team Tips on how to progress your career whether it's your first 10 weeks in the job or whether you're looking to get right to the top Don't get left behind set out on the Fast Track today For more resources log on to the series website at www.fasttrackme.com EVERYTHING YOU NEED TO ACCELERATE YOUR CAREER The Fast Track books provide you with a complete resource to get ahead as a manager faster They bring together the latest business thinking cutting edge online material and all the practical techniques you need to fast track your career Specially designed to help you learn what you need to know and to develop the skills you need to get ahead each book is broken down into 4 key areas Awareness find out where you are now and what you need to do to improve Business building the tools and techniques you need to build up your skills Career development learn the steps you should take now if you want to get ahead Director's toolkit tips to get you to the top And make sure you stay there Fast Track features include The Fast Track Top 10 a concise cutting edge summary of the information you need to shine Quick Tips and FAQs a short cut to practical advice from people who have been there before you and succeeded Real life stories to give examples of what works and critically what doesn't Practical career

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