

DAY _____

DATE _____

SALES MANAGER'S DAILY PLANNER

VEHICLE WRITE-UPS TODAY

NO.	SALESPERSON	CUSTOMER	VEHICLE STK. NO.	FINANCING CO.	TRADE IN or CASH DEPOSIT	PROBLEMS	STATUS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

SAMPLE

FOLLOW UP ALL WRITE-UPS UNTIL FINAL DISPOSITION

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