CITEM.CID.FR.004

FORM D – DAILY BUSINESS REPORT FORM

Note: Please reproduce three copies for Days 1-3. Please complete this form at the end of each fair day to be submitted during Egress Clearance.

DAY _____ | _____ October 2017

Company Name: _____

Number of Inquiries: _____ Number of Buyers Met: _____

A. BUSINESS INQUIRIES

NAME OF BUYER/GUEST	COMPANY	INDUSTRY/SECTORAL GROUP	INQUIRY

B. RETAIL SALES (Over-the-counter /off the shelf sales)

PRODUCT CODE (Please see next page for details)	TYPE OF BUYER (wholesalers, distributors, department stores, etc.)	BOOKED SALES (In Php)
		Php
TOTAL		Php

Submitted by:

_____

Signature over Printed Name

Designation : _____

Notes:

- Booked Sales are actual or spot sales with purchase orders/pro-forma invoices issued to buyers during the fair.
- EXHIBITORS ARE REQUESTED TO FILL-UP THIS FORM WITH ACCURATE DATA TO ENABLE CITEM TO EFFECTIVELY MONITOR THE FAIR'S BUSINESS PERFORMANCE.