



XYZ COMPANY

DAILY ACTIVITY LOG

EMPLOYEE NAME \_\_\_\_\_

DAY \_\_\_\_\_

DATE \_\_\_\_\_

NAME&REASON

SOURCE	QUOTE ONLY	WEEK	EOW	3 WKS	MONT H	ONE TIME	MAK READ	WIP	CAR-PET	GRO-UT	OTHER	Weekly Cancel*	
CARS												EOW Cancel*	
CLIENT REFERR												3 Week Cancel*	
INTER-NET												4Wk/Monthly Cancel*	
RADIO 95.5												Total Cancell	
RETURN												\$ invoice	
VAL PAK YELLOW PAGES												cr card \$	
YP WEB												# teams	
OTHER												BANK DEPOSITS	
BILLABLE HOURS												TOTAL BILLABLE HOURS _____	

DO NOT COPY

