# 駐車場管理表(区画・契約者・入金の記録)

黄色のセルに入力します。契約者が空いている区画は「空き」として数えます。入金した月は「済」を選びます。契約終了日を過ぎた行は赤くなります。

| 区画 | 契約者(部屋番号・所属) | 車種・色 | ナンバー | 連絡先 | 契約開始 | 契約終了 | 月額(円) | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 1月 | 2月 | 3月 | 備考 |
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| 空き | 25 区画 | | 月額の合計 | | | | 0 | | | | | | | | | | | | | |

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# 来客用駐車場の利用記録

来客の車がとめた区画と時間を書きます。出た時刻が空いている行は黄色になります。

| 日付 | 区画 | 入った時刻 | 出た時刻 | 会社名・氏名 | ナンバー | 訪問先(部署・担当) | 受付者 |
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# 駐車場管理表(区画・契約者・入金の記録)

黄色のセルに入力します。契約者が空いている区画は「空き」として数えます。入金した月は「済」を選びます。契約終了日を過ぎた行は赤くなります。

記入例

| 区画 | 契約者(部屋番号・所属) | 車種・色 | ナンバー | 連絡先 | 契約開始 | 契約終了 | 月額(円) | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 1月 | 2月 | 3月 | 備考 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No.1 | 101号室 山田 様 | 軽・白 | 品川 580 あ 12-34 | 090-0000-0001 | 2024/4/1 | | 8,000 | 済 | 済 | 済 | 済 | 済 | 済 | 済 | 済 | | | | | 自動更新 |
| No.2 | 102号室 佐藤 様 | 普通・黒 | 品川 300 さ 56-78 | 090-0000-0002 | 2025/10/1 | | 8,000 | 済 | 済 | 済 | 済 | 済 | 済 | 済 | 未 | | | | | |
| No.3 | | | | | | | | | | | | | | | | | | | | 空き(募集中) |
| No.4 | 201号室 鈴木 様 | 普通・青 | 練馬 500 た 90-12 | 090-0000-0004 | 2023/4/1 | 2026/10/31 | 8,000 | 済 | 済 | 済 | 済 | 済 | 済 | 済 | | | | | | 10月末で解約 |
| No.5 | 202号室 高橋 様 | 軽・赤 | 練馬 580 な 34-56 | 090-0000-0005 | 2026/7/1 | | 8,000 | 済 | 済 | 済 | 済 | 済 | | | | | | | | 7月から |
| No.6 | 来客用 | | | | | | | | | | | | | | | | | | | 来客用 |
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| 空き | 20 区画 | | 月額の合計 | | | | 32,000 | | | | | | | | | | | | | |

# 来客用駐車場の利用記録

来客の車がとめた区画と時間を書きます。出た時刻が空いている行は黄色になります。

記入例

| 日付 | 区画 | 入った時刻 | 出た時刻 | 会社名・氏名 | ナンバー | 訪問先(部署・担当) | 受付者 |
|---|---|---|---|---|---|---|---|
| 11/9 | No.6 | 10:00 | 11:30 | 株式会社みどり工務店 田中様 | 品川 400 は 11-22 | 管理事務所 | 山本 |
| 11/9 | No.6 | 14:00 | | ○○設備サービス 田村 様 | 練馬 100 ま 33-44 | 設備点検 | 山本 |
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