收 發 文 登 記 表

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|  |  |  |  |  |  |  |  |  | 發︵收︶文單位 |
|  |  |  |  |  |  |  |  |  | 事由 |
|  |  |  |  |  |  |  |  |  | 收︵發︶文單位 |
|  |  |  |  |  |  |  |  |  | 備註 |
|  |  |  |  |  |  |  |  |  | 簽收 |