口頭(電話)記録用紙

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| 受信日時 | | | 発信者 | | | | 受信者 | | |
| 令和　　年　　月　　日 | | |  | | | | 部　　　　　課 | | |
| 午前・午後　　時　　分 | | |  | | | | 氏名 | | |
| 起案年月日 | | | 決裁年月日 | | | | 主担当 | | |
| 令和　　年　　月　　日 | | | 令和　　年　　月　　日 | | | | 部　　　　　課 | | |
| 氏名 | | |
| 用件 | | | | | | | | | |
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