|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **社内便** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | No. |  |  |
|  |  |  | 社名に記載があれば、記載の系列会社等の社内便となります。 |  |  |  |
|  |  |  |  |  | 受け取られたら、線を引いて消してください。 |  |  |  |  |  |
|  | 日付 | 宛先 | 差出人 | 備考 |  |
|  | 社名 | 氏名 | 社名 | 氏名 |  |
|  | 部署 |  | 様へ | 部署 |  | より |  |
|  | 5／28 | ▲▲ | △△ | ●● | ○○ | 急・重要 |  |
|  | 営業部第二課 | 総務部 |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  | ／ |  |  |  |  | 急・重要 |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |