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|  | 社内便 |  |  |  |  |  |  |  | 社内便 |  |  |  |  |  |  |  | 社内便 |  |  |  |  |  |  |
|  | No. |  |  |  | No. |  |  |  | No. |  |  |
|  | 受取後、線を引いてください。 |  |  | 受取後、線を引いてください。 |  |  | 受取後、線を引いてください。 |  |
|  | 日付 | 受 | 部署 | 氏名 |  |  | 日付 | 受 | 部署 | 氏名 |  |  | 日付 | 受 | 部署 | 氏名 |  |
|  | 送 | 部署 | 氏名 | 期日 |  |  | 送 | 部署 | 氏名 | 期日 |  |  | 送 | 部署 | 氏名 | 期日 |  |
|  | 5／28 | 受信 | 営業部第二課 | △△ |  |  | ／ | 受信 |  |  |  |  | ／ | 受信 |  |  |  |
|  | 送信 | 総務部 | ○○ | 6／10 |  |  | 送信 |  |  | ／ |  |  | 送信 |  |  | ／ |  |
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