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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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