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|  | **来訪者受付票** | | | | | | | | | |  |  | **来訪者受付票** | | | | | | | | | |  |
| 太枠内は必ず記入してください。 | | | | | | | | | | | | 太枠内は必ず記入してください。 | | | | | | | | | | | |
| 日時 | |  | 年 |  | 月 |  | 日 |  | 時 |  | 分 | 日時 | |  | 年 |  | 月 |  | 日 |  | 時 |  | 分 |
| 来訪者 | | ふりがな | |  | | | | | | | | 来訪者 | | ふりがな | |  | | | | | | | |
| 氏名 | |  | | | | | | | | 氏名 | |  | | | | | | | |
| 会社・組織 | |  | | | | | | | | 会社・組織 | |  | | | | | | | |
| 住所 | |  | | | | | | | | 住所 | |  | | | | | | | |
| 電話番号 | |  | | | | | | | | 電話番号 | |  | | | | | | | |
| 来訪先 | | 担当部課名 | |  | | | | | | | | 来訪先 | | 担当部課名 | |  | | | | | | | |
| 担当者名 | |  | | | | | | | | 担当者名 | |  | | | | | | | |
| 要件 | | １　会議・打ち合わせ | | | | | | | | | | 要件 | | １　会議・打ち合わせ | | | | | | | | | |
| ２　挨拶 | | | | | | | | | | ２　挨拶 | | | | | | | | | |
| ３　申請・相談 | | | | | | | | | | ３　申請・相談 | | | | | | | | | |
| 番号に○を付ける | | ４　各種資料の取得・閲覧・配布 | | | | | | | | | | 番号に○を付ける | | ４　各種資料の取得・閲覧・配布 | | | | | | | | | |
| ５　宅配・納品 | | | | | | | | | | ５　宅配・納品 | | | | | | | | | |
| ６　その他（　　　　　　　　　　　　） | | | | | | | | | | ６　その他（　　　　　　　　　　　　） | | | | | | | | | |
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|  | 〈同伴者の氏名〉 | | | | | | | | | |  |  | 〈同伴者の氏名〉 | | | | | | | | | |  |
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