收 發 文 登 記 表

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|  |  |  |  |  |  |  |  |  | 期日 | |
|  |  |  |  |  |  |  |  |  | 文收 | |
|  |  |  |  |  |  |  |  |  | 文發 | |
|  |  |  |  |  |  |  |  |  | 限 | 信件類別 |
|  |  |  |  |  |  |  |  |  | 掛 |
|  |  |  |  |  |  |  |  |  | 其他 |
|  |  |  |  |  |  |  |  |  | 發  ︵  收  ︶  文  單  位 | |
|  |  |  |  |  |  |  |  |  | 事  由 | |
|  |  |  |  |  |  |  |  |  | 收  ︵  發  ︶  文  單  位 | |
|  |  |  |  |  |  |  |  |  | 備  註 | |
|  |  |  |  |  |  |  |  |  | 簽  收 | |