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| 收文标题： | | |  | | | | | | | | | | | | | | | |
| 收文编号： | | |  | | | 收文日期： | | |  | | | 原文号： | |  | | | | |
| 公司办拟办意见： | | | |  | | | | | | | | | | | | | | |
| 公司领导： | |  | | | | | | | | | | | | | | | | |
| 领导批示： | |  | | | | | | | | | | | | | | | | |
| 承办部门： | |  | | | | | | | | | | | | | | | | |
| 承办情况： | |  | | | | | | | | | | | | | | | | |
| 传阅签名 |  |  | | |  | |  |  | |  |  |  |  | |  |  |  |  |
| 日期 |  |  | | |  | |  |  | |  |  |  |  | |  |  |  |  |
| 传阅签名 |  |  | | |  | |  |  | |  |  |  |  | |  |  |  |  |
| 日期 |  |  | | |  | |  |  | |  |  |  |  | |  |  |  |  |