|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 收文编号 | | |  | | | | 收文日期 | |  | | | 原文编号 | | |  | | | |
| 公司办拟办意见： | | | |  | | | | | | | | | | | | | | |
| 领导批示 | |  | | | | | | | | | | | | | | | | |
| 承办情况 | |  | | | | | | | | | | | | | | | | |
| 传阅签名 |  |  | | |  |  | |  |  |  |  | |  |  | |  |  |  |
| 日期 |  |  | | |  |  | |  |  |  |  | |  |  | |  |  |  |
| 传阅签名 |  |  | | |  |  | |  |  |  |  | |  |  | |  |  |  |
| 日期 |  |  | | |  |  | |  |  |  |  | |  |  | |  |  |  |