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| **移交清单** | | | | | | | |
| **移交人** |  | | | **接收人** |  | **移交日期** |  |
| 1. **实物移交** | | | | | | | |
| 物品名称 | | | 数量 | 说明 | | | 接收人签字 |
| 电脑 | | | 1 | 工作开发用台式机 | | |  |
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| 1. **文件资料移交** | | | | | | | |
| 文件资料名称（编号） | | | 份数 | 说明 | | | 接收人签字 |
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| 1. **重要待办事项移交** | | | | | | | |
| 待办事项 | | 现阶段进度说明 | | | 待办重点 | | 接收人签字 |
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| 1. **其他需要说明的问题** | | | | | | | |
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| 工作移交完成，**直接上级**确认签字： | | | | | | | |