| 項  番 | 出 力 情 報 名 | 内　容 | 出力  手段 | 出力  場所 | 出力  ｻｲｸﾙ | 配布  部署 | 帳　票 | | 複写  枚数 | 出力帳票保管 | | 備　考 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| タイプ | サイズ | 部署 | 期間 |
| 1 | お問い合わせフォーム | 顧客からのお問い合わせをメールで送信 | PC | 顧客のPC | 随時 | ― | ― | ― | ― | ― | ― |  |
| 2 | 返信フォーム | 顧客からのお問い合わせに対してメールで返信 | PC | 営業部 | お問い合わせメール受信時 | ― | ― | ― | ― | ― | ― |  |
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