| 項  番 | 入 力 情 報 名 | 原 始 伝 票 | | | 入力  部署 | 入力  ｻｲｸﾙ | 入力  締日 | データ件数／月 | | 原始データ保管 | | 備　考 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 伝 票 名 | 発行部 | 複写 | 平均 | 最大 | 部署 | 期間 |
| 1 | お問い合わせフォーム | ― | ― | ― | 顧客 | 随時 | ― |  |  | ― | ― |  |
| 2 | マイページ （売買情報入力画面） | ― | ― | ― | 営業部 | 随時 | ― |  |  | ― | ― |  |
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| 3 | 返信フォーム | ― | ― | ― | 営業部 | 随時 | ― |  |  | ― | ― | お問い合わせメール受信時に随時入力。 |
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