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| **收文登記單** | | | |
| **填寫日期\*：** | | | |
| **填寫人\*** |  | **所屬部門\*** |  |
| **發文單位\*** |  | **收文單位\*** |  |
| **收文時間\*** |  | **文號(編號)** |  |
| **郵件種類** |  | **件數** |  |
| **簽收人\*** |  | **簽收時間\*** |  |