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| **訪客來訪申請單** | | | |
| **申請日期\*：** | | | |
| **申請人\*** |  | **申請部門\*** |  |
| **拜訪對象\*** |  | **拜訪對象部門\*** |  |
| **來賓公司名稱\*** |  | | |
| **來賓姓名\*** |  | **來賓手機號碼\*** |  |
| **來訪原因\*** |  | | |
| **來賓人數** |  | | |
| **預計來訪時間** |  | **預計離開時間** |  |
| **實際來訪時間** |  | **實際離開時間** |  |
| **預約會議室** |  | **會議名稱** |  |
| **備註** |  | | |