別記第３号様式（第１３条関係）

文書発送簿

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| 記号 |  |  | | | | | | | |
| 番号 | 件名 | | あて名 | 通数 | 発信  者名 | 施行月日 | | 事務主  任者名 | 備考 |
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備考　用紙の大きさは、日本工業規格Ａ列４とする。