別記第４号様式（第１３条関係）

用紙、資料等送付伺簿

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| 決裁欄 | 用紙・資料等名 | 部数 | 送付先 | 送付年月日 | 発送者印 |
| 班長 | 主任者 |
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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。