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| 🞂传真 | [选取日期] |

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| |  | | --- | |  | | 紧急 | |  | | --- | |  | | 供审阅 | |  | | --- | |  | | 请批注 | |  | | --- | |  | | 请答复 | |  | | --- | |  | | 请重复利用 |

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| 发件人: | [键入发件人姓名] |
| 电话: | [键入发件人电话号码] |
| 传真: | [键入发件人传真号码] |
| 公司名称: | [键入发件人公司名称] |
|  |  |
| 收件人: | [键入收件人姓名] |
| 电话: | [键入收件人电话号码] |
| 传真: | [键入收件人传真号码] |
| 公司名称: | [键入收件人公司名称] |
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**批注:**

[键入批注]