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| 書類送付のご案内 | | | | | | | | | | | | | | | |
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| 送付先 | | | | | |  | 送付日付 | | | | 令和　　年　　月　　日 | | | | |
|  | | | | | |  | 送付方法 | | | | 郵送・宅配業者・専用サービス | | | | |
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| 添付書類 | | | | | | | | | | | | | | | |
| □ | 見積書 |  | 部数 | □ | 注文書 | | |  | | 部数 | | □ | 注文請書 |  | 部数 |
| □ | 納品書 |  | 部数 | □ | 請求書 | | |  | | 部数 | | □ | 受領書 |  | 部数 |
| □ | 領収書 |  | 部数 | □ | 資料 | | |  | | 部数 | | □ | カタログ |  | 部数 |
| □ | 仕様書 |  | 部数 | □ | 図面 | | |  | | 部数 | | □ | 契約書 |  | 部数 |
| □ | 保証書 |  | 部数 | □ | 証明書 | | |  | | 部数 | | □ | 試料 |  | 部数 |
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| いつもお世話になっております。 | | | | | | | | | | | | | | | |
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