第8号様式

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| 起　案　伺　書 | | | | | | | | | | 分類 | | |  | | | |  | | | | | |  | | | | 文書  番号 | | | |  | | | | | 保存 | | | ＡＢ  ＣＤ | |
| 決裁  区分 | | 町長 | | 副町長 | | | 課長 | | | 秘 | | | 普通 | | | | 年　　月　　日　　部起案 | | | | | | | | | | | | | | | | | | | | | | | |
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| 決　　　　　　裁 | 町長 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 副町長 | | | |
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| ので、次の案により | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 会計管理者 | | | |
| （処理、副申、通知、連絡、照会、回答、報告、　）してよろし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 課長 | | | |
| いかお伺いします。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 照　　　査 | 課長 | | | | (参考事項) | | | | | | | | | | | | | | | | 告示・公告 | | | | | | | | | 浄  書 | | 浄書月日　月　日  浄書担当 | | | | | | | | |
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| 例　　規 | | | | | | | | |
| 主幹 | | | |  | | | | | | | | | | | | | | | | 照合 | | 照合月日　月　日  照合担当 | | | | | | | | |
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| 通　　知 | | | | | | | | |
| 主査 | | | |  | | | | | | | | | | | | | | | | 発送 | | 発送月日　月　日  発送担当 | | | | | | | | |
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| 起案 | 課長 | | | | 主幹 | | | | 主務者 | | | 合議 | | | 課長 | | | 主幹 | | | | | | 担当者 | | | | | 課長 | | | | | 主幹 | | | | 担当者 | | |
| 期限 | 印刷　月　日まで  発送　月　日まで | | | | | | | ガリ刷 | | | タイプ | | 複写 | | | 発送表示 | | 速達 | | | | 書留 | | | | 親展 | | 普通郵便 | | | | | | | 小包 | | その他 | | | 数量  枚 |
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| 用紙 | | | タイプ紙 | | | 和白紙 | | | | 中質紙 | | | | ザラ紙 | | | | | 厚紙 | | | | | | | | はがき | | | | | | 備考 | | | | | | | |
| （案） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 宛　名 | （　　　　　　　経由）  殿 | | | | | | | | | | | | | | | | | | | 発信者 | | | | |  | | | | | | | | | | | | | | | |
| 件名 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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