**\_\_\_\_\_\_\_\_\_\_\_\_系（處）郵件投遞郵資統計表** 日期： 年 月 日

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| 寄件者 | 收件者 | 概略內容 | 概略地址 | 數量 | 信函 | 印刷品 | 平信 | 限時 | 普掛 | 限掛 | 附回執 | 包裹 | 航空 | 快捷 | 自付  郵資 | 金額 |
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1.私人郵件，請自付郵資。 聯絡人： (分機： )

2.表格內容及聯絡人（聯絡電話）請務必填寫清楚。

3.郵件每日上午10時30前截止收件，逾時則於隔日處理。 單位主管：

**\_\_\_\_\_\_\_\_\_\_\_\_系（處）郵件投遞郵資統計表** 日期： 年 月 日

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| 寄件者 | 收件者 | 概略內容 | 概略地址 | 數量 | 信函 | 印刷品 | 平信 | 限時 | 普掛 | 限掛 | 附回執 | 包裹 | 航空 | 快捷 | 自付  郵資 | 金額 |
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