**文 件 传 阅 单**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 来文单位 |  | | | | 收文时间 | | |  | | | |
| 文件标题 |  | | | | | | | | | | |
| 拟 办  意 见 |  | | | | | | | | | | |
| 阅 文 人  签 字 |  |  |  |  |  |  |  | |  |  |  |
| 阅文时间 |  |  |  |  |  |  |  | |  |  |  |
| 领  导  批  示 |  | | | | | | | | | | |
| 办 理  结 果 |  | | | | | | | | | | |

制表： 联系人： 联系电话：