电话来访接待记录单

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 来访单位 |  | | | | | |
| 来电日期 |  | | | 来访人数 | |  |
| 来访事由 |  | | | | | |
| 部位负责人 | |  | 接电话人员 | |  | |

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