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|  | 鍵借用書 |  |
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|  | 建物情報 |  |
|  | 建物名 |   |  |
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|  | 借り主先情報 |  |
|  | 会社名 |   |  |
|  | 担当者 |   |  |
|  | 連絡先 | 所在地・電話番号 |  |
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|  | 貸し出し情報 |  |
|  | 場所 |   |   |   |   |  |
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|  | 鍵№ |   |   |   |   |  |
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|  |  | 上記の通り、鍵を借用いたしました。　　　　年　月　日　　　　氏名　　　　　　　　　　　　印 |  |  |
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|   |   |   |   |   |   |   |   | 受付担当 |   |