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　神奈川県厚木土木事務所津久井治水センター所長　殿

受注者　住所

氏名

次のとおり委託業務の工程を定めたので届けます。

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備考　責任者及び担当者の氏名並びに連絡先（電話番号）を記載した場合は、押印を省略することができる。